brother

DK ROLLS

P-touch

QL-500/550

USER'S GUIDE

1 INTRODUCTION

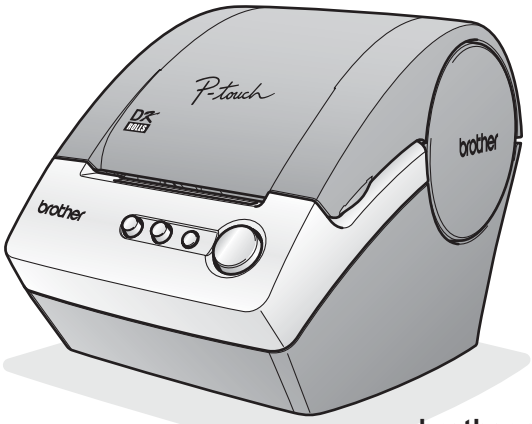
2 GETTING STARTED

3 INSTALLING SOFTWARE

4 CREATING LABELS

5 APPENDIX

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Contents

Contents i

INTRODUCTION 1

General Precautions 1
- QL-500/550 1
- DK Rolls (DK Die-cut Labels and DK Continuous Tape) 2
- CD-ROM & Software 3
- AC power cord 3
- Cutter unit 3

Symbols Used in this Guide 3

GETTING STARTED 4

Unpacking Your QL-500/550 4
QL-500/550 Components 5
- QL-500/550 Label Printer 5
- Button descriptions 6
- LED Lamp 6

Connecting to the Power Supply 7
Installing the DK Roll 8
- Available supplies 8
- Installing the DK Roll 8

Installing the Paper Guide 9

INSTALLING SOFTWARE 10

Software Overview 10
Software and Compatible Operating Systems 10
Installation Precautions 10
Installing the Software 11
Uninstalling Software 24
- Uninstalling P-touch Editor Version 4.1 24
- Uninstalling the Printer Driver 25

Connecting the QL-500/550 to Multiple Computers 26
- Using the QL-500/550 as a Shared Printer 26
- Using the PS-9000 Print Server 26

CREATING LABELS 27

Overview 27
Starting P-touch Editor 29
Using P-touch Editor 30
- Layout Window 30
- Creating an Address Label 31
- Printing the Label 32
- Saving the Label 33
- Opening an Existing Label File 33

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Creating Bar Code Labels 34
Creating Other Types of Labels 36
Using Help 37
The Label List 39
How the Label List works 39
Views 39
Using the Label List 40
Creating Labels Using a Layout Style and Data from the Label List 42
Using P-touch Editor with Other Applications 46
Add-In Utility 46
Microsoft Word 47
Microsoft Excel 49
Microsoft Outlook 51
Using a Database 53

APPENDIX 57

Maintenance 57
Cleaning the Print Head 57
Cleaning the Roller 57
Changing Cutter Unit 59
Troubleshooting 60
What to do when... 60
Specifications 61
QL-500 / QL-550 61
Operating Environment 61
Index 62

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INTRODUCTION

Congratulations on purchasing the QL-500/550.
Your new QL-500/550 is a label printer that connects to your personal computer, enabling you to quickly and easily print professional custom labels that you have created on your personal computer using the label editing software provided.

We strongly recommend that you read this User's Guide carefully before using your QL-500/550, and then keep it nearby for future reference.

Declaration of Conformity

We Brother Industries Ltd.
15-1, Naeshiro, Mizuho-ku,
Nagoya 487-8561, Japan
declare that this product conforms with the following normative documents:
Safety: EN 60950:2000
EMC: EN 55022:1998 + A1:2000 + A2:2003 Class B
EN 55024:1998 + A1:2001
EN 61000-3-2:2000
EN 61000-3-3:1995 + A1:2001
following the provisions of the Low Voltage Directive 73/23/EEC (as amended by 93/68/EEC) and Electromagnetic Compatibility Directive 89/336/EEC (as amended by 92/31/EEC and 93/68/EEC).
Issued by:Brother Industries Ltd.
The enclosed interface cable should be used in order to ensure compliance with the limits for EMC.

General Precautions

QL-500/550

- The QL-500/550 is a precision machine. Do not drop, hit or otherwise bang the QL-500/550.
- Do not grab and lift the QL-500/550 by the DK Roll compartment cover. The cover could come off and the QL-500/550 could fall and become damaged.
- The QL-500/550 may malfunction if left near a television, radio, etc. Do not use the QL-500/550 near any machine that can cause electromagnetic interference.
- Do not expose the QL-500/550 to direct sunlight.
- Do not place or store the QL-500/550 near heaters or other hot appliances, in any location exposed to extremely high or low temperatures, high humidity or dusty locations. Doing so could cause the machine to malfunction.
- Do not use paint thinner, benzene, alcohol or any other organic solvents to clean the QL-500/550. Doing so may cause damage to the surface finish. Use a soft, dry cloth to clean the QL-500/550.
- Do not place any heavy objects or objects containing water on top of the QL-500/550. If water or any foreign object enters the QL-500/550, contact the retail outlet where the QL-500/550 was purchased or your local authorized service center. If you continue to use the QL-500/550 with water or a foreign object in the QL-500/550, the QL-500/550 may be damaged or personal injury could result.
- Do not touch the cutter. Personal injury could result. Take special care when changing the cutter unit.
- Do not insert any objects into or block the label output slot, or USB port.
- Do not place any metal parts near the print head. The print head becomes very hot during use and remains very hot immediately after use. Do not touch it directly with your hands.
- Use only the interface cable (USB cable) included with the QL-500/550.

- Use only genuine Brother accessories and supplies. Do not use any unauthorized accessories or supplies.
- When using the QL-500/550, place it on a stationary, level location.
- Use only the authorized power source for the QL-500/550.
- When not in use for an extended period, remove the DK Roll from the QL-500/550.
- Never disassemble the QL-500/550 or get it wet with water to avoid possible fire or electrical shock. Do not remove the power cord from nor insert it into the electrical outlet with wet hands. Doing so could cause an electrical shock or fire.
- Do not attempt to print labels while the DK Roll compartment cover is open.

DK Rolls (DK Die-cut Labels and DK Continuous Tape)

- Use only Brother DK Die-cut Labels or Brother DK Continuous Tapes with this machine. Do not use any DK Roll that does not have the DK mark.
- If the label is attached to a wet, dirty, or oily surface, it may peel off easily. Before applying the label, clean the surface to which the label will be applied.
- Depending on the environmental conditions and the material, condition, roughness, and shape of the applying surface, part of the tape may not adhere properly or the label may peel off.
- In order to test the adhesive strength of the label or before using the label where safety is a particular concern, test the label by affixing a small piece of it to an inconspicuous area of the intended surface.
- If the label is used outdoors, ultraviolet rays, wind, and rain may cause the color of the label to fade and the ends of the label to peel off.
- Do not expose the DK Rolls to direct sunlight, high temperatures, high humidity, or dust. Store in a cool, dark place. Use the DK Rolls soon after opening the package.
- Scratching the printed surface of the label with your finger nails or metal objects, or touching the printed surface with hands dampened by water, sweat, or medicated cream, etc., can cause the color to change or fade.
- Do not apply labels to any persons, animals, or plants, or in public locations, or on another person's personal belongings without prior consent.
- Note that Brother does not assume responsibility for any damage, etc. arising from failure to follow the precautions listed.
- When peeling a DK Die-cut Label, some portion of the label may remain. Remove the remaining portion before attaching a new label.
- Do not drop the DK Roll, or damage to the DK Roll could result.
- Do not use CD/DVD labels in a slot loading CD/DVD player, for example a CD player in a car where the CD is slid into a slot in the CD player.
- Do not peel off the CD/DVD label once it is applied to the CD/DVD.
  A thin surface layer may come off, resulting in damage to the disk.
- When applying CD/DVD labels, use the applicator included with the CD/DVD label rolls. Do not use a disk if the labels are not properly applied. Doing so could cause damage to the CD/DVD player.
- Be sure follow the instructions in your CD/DVD player's instruction manual regarding applying CD/DVD labels.
- User's shall take full responsibility for applying CD/DVD labels. Brother accepts no responsibility for any loss or damage of data caused by the inappropriate use of CD/DVD labels.
- Do not apply CD/DVD labels to CD/DVD disks designed for use with ink jet printers. Labels peel off of these disks easily, and using disks with peeled labels can result in loss or damage of data.
- Be careful when handling the DK Roll.
  Dropping the roll may break the spool and make it unusable.
- Some DK rolls use permanent adhesive for their labels. These labels cannot be neatly peeled off once attached.

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CD-ROM & Software

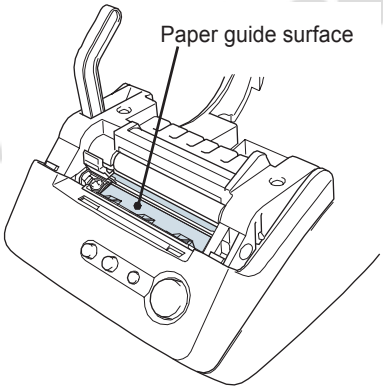
- Do not scratch the CD-ROM.
- Do not subject the CD-ROM to extremely high or extremely low temperatures.
- Do not put heavy objects on the CD-ROM or apply force to the CD-ROM.
- The software contained on the CD-ROM is meant for use with the QL-500/550 only. See License on CD for further details. This software may be installed on multiple personal computers for use at an office, etc.

AC power cord

- Use only the AC power cord included with the QL-500/550.
- If the QL-500/550 will not be used for an extended period, remove the power supply cord from the electrical outlet.
- Always hold the plug when removing the power cord from or inserting it into the outlet. Do not pull on the cord. The wire in the cord may become damaged.
- You should position the QL-500/550 near an easily accessible, standard electrical socket.

Cutter unit

- The cutter unit contains a very sharp blade. To prevent injury from a broken cutter blade:
  - Make sure the top cover is closed when using the cutter unit.
  - Don't apply too much pressure when fitting or removing the cutter unit.
  - When the cutter unit becomes blunt you should replace it with a new one.
  - If you break the cutter unit, unplug your QL-500/550 from the power and remove the cutter unit carefully with a pair of tweezers.
- If the machine jams due to a build up of adhesive, you should clean the surface of the paper guide. Unplug the QL-500/550 from the power and wipe away the adhesive build up from the surface of the paper guide using a cloth or tissue dipped in isopropyl alcohol. We recommend that you clean the paper guide when replacing the cutter unit.
- The cutter unit should give you an average number of 5000 cuts or more, depending on how you use the machine. If your QL-500/550 does not cut the labels properly or starts to jam often, the cutter might have reached the end of its life; you should replace the cutter.



Symbols Used in this Guide

The following symbols are used throughout this guide to indicate additional information of varying degrees of importance.

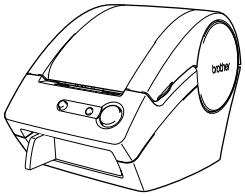
This symbol indicates information or directions that should be followed - if ignored, the result may be damage, injury, or failed operations.

This symbol indicates information or directions that can help you better understand or use the QL-500/550 more efficiently.

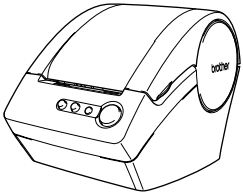
Unpacking Your QL-500/550

Check that the package contains the following before using your QL-500/550. If any item is missing or damaged, please contact the retail outlet where the QL-500/550 was purchased.

P-touch QL-500/550

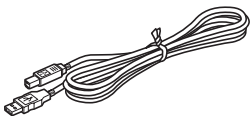


QL-500

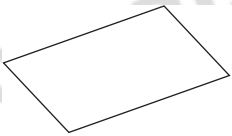


QL-550

USB cable



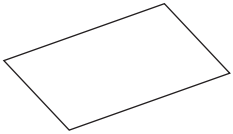
Quick Start Guide



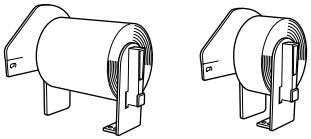
CD-ROM



DK Label & Tape Guide

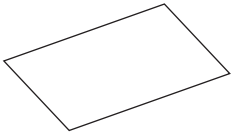


Starter roll

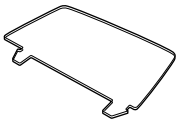


The QL-500/550 includes one starter roll of DK Die-cut Standard Address Labels (100 labels), and one starter roll of DK Continuous Durable Paper Tape 62 mm (8 m).

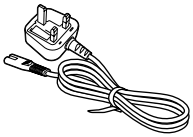
Warranty Card



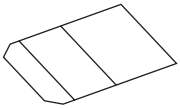
Paper guide



AC power cord



Cleaning Sheet



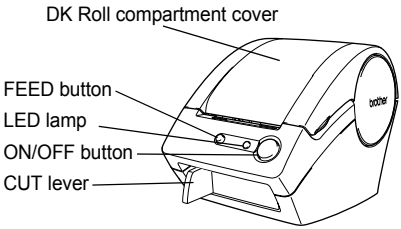
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QL-500/550 Components

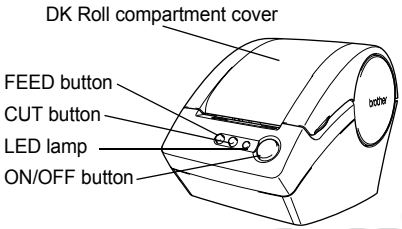
QL-500/550 Label Printer

■ Front

QL-500



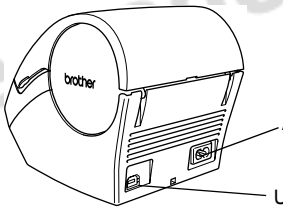
QL-550



If the DK Roll compartment cover is left open, dust will collect on the print head. Always close the cover.

■ Back

QL-500/QL-550



Do not connect the QL-500/550 to the USB port of your personal computer yet.

Do not connect the QL-500/550 to your personal computer until directed to do so when installing the printer driver. If the QL-500/550 is connected to a personal computer that does not have the printer driver software installed, the dialog box shown here will appear. Click [Cancel], remove the USB cable, and then install the printer driver software.

Refer to "Installing the Software" on page 11.



Button descriptions

The functions of the buttons on the QL-500/550 are described below.

Button	Condition
ON/OFF button	Turns power to the QL-500/550 on and off.
CUT button (QL-550 only)	Cuts the label from the DK Roll. Use this button to cut labels when the "Auto Cut" option in the Print dialog box is unchecked.
FEED button	• When using DK Die-cut Labels, feeds the DK Label Roll to the beginning of the first label on the roll. If this button is held for more than one second, the DK Label Roll is fed to the beginning of the next label on the roll. • When using DK Continuous Tapes, feeds 25.4 mm of the DK Label Roll. • If there is no DK Label Roll installed, the mode changes to a cleaning mode and the roller rotates for 8 mm. If this button is held for more than one second, the roller rotates for 100 mm.

LED Lamp

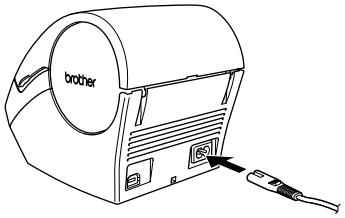
LED lamp on the QL-500/550 indicates the current operating condition.

Lamp	Condition
Not lit ○	Power is OFF.
Lit ☼	Power is ON. (Normally lit while power is on, the LED flashes during cleaning or if an error has occurred.)
Flashing fast ○☼○☼○☼	Indicates one of the following errors. • Cutter error • Label sensor error (DK Roll not installed correctly, end of DK Roll, or label jam) • DK Roll compartment cover is open during operation • Incorrect DK Roll installed • No DK Roll installed
Flashing slow ☼—☼○—○	Cooling (Waiting for temperature of print head to lower)
Turns off after flashing fast ten times ○☼ ×10	System error Turn the QL-500/550 off and then on again. If this error re-occurs, contact the retail outlet where the QL-500/550 was purchased or your local authorized service center.

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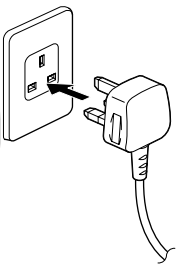
Connecting to the Power Supply

1 **Connect the AC power cord to the QL-500/550.**



2 **Plug the AC power cord into a standard electrical outlet.**

- Check that the electrical outlet is 220 - 240 V before inserting the plug.
- Remove the AC power cord from the electrical outlet after you have finished using the QL-500/550.
- Do not pull the cord when removing it from the electrical outlet. The wire in the cord may become damaged.



Do not connect the QL-500/550 to the USB port of your personal computer yet.

Do not connect the QL-500/550 to your personal computer until directed to do so when installing the printer driver. If the QL-500/550 is connected to a personal computer that does not have the printer driver software installed, the dialog box shown here will appear. Click [Cancel], remove the USB cable, and then install the printer driver software.
Refer to "Installing the Software" on page 11.



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Installing the DK Roll

There is a wide range of DK Rolls available for use with your QL-500/550, allowing you to create almost any type of label you need.

Available supplies

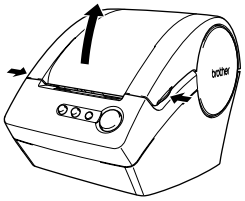
The types of DK Rolls that may be used with the QL-500/550 are listed below.

DK ROLLS	DK LABEL	DK Die-cut Paper Labels	A roll of pre-cut paper labels.
		DK Die-cut Film Labels	A roll of pre-cut film labels that are durable in water.
	DK TAPE	DK Durable Paper Tape	A roll of continuous paper tape for printing labels of varied length.
		DK Durable Film Tape	A roll of continous film tape for printing labels of varied length that are durable in water.

To obtain optimum performance, use only genuine Brother accessories and DK Rolls.

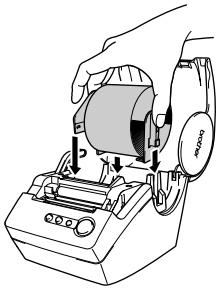
Installing the DK Roll

1 **Press the ON/OFF button to turn the QL-500/550 off. Hold the DK Roll compartment cover at the sides near the front of the QL-500/550 and firmly lift up to open the cover.**



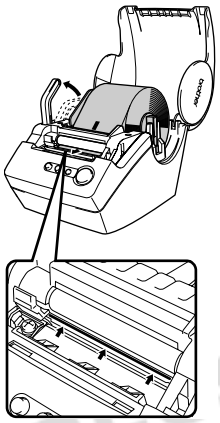
2 **Place the spool into the spool guides in the DK Roll compartment.**

- Make sure that the spool arms are inserted firmly in the spool guides on the left and right.
- Insert the spool with the DK Roll located on the right hand side of the QL 500/550.

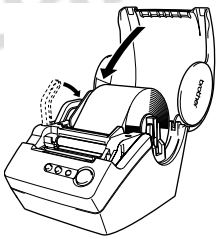


3 **Lift the label lever and then thread the end of the DK Roll into the slot immediately before the cutter.**

When unable to thread the end of the DK Roll to the slot, thread it as far as possible, lower the label lever and close the cover, then press the FEED button to set the roll.



4 **Lower the label lever and then close the DK Roll compartment cover.**



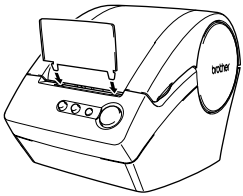
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Installing the Paper Guide

Your QL-500/550 comes with a paper guide that collects a strip of printed labels that have been printed and not yet cut off from the machine.

1 **Attach the paper guide to the front of the QL-500/550 as shown in the figure.**

You will need to remove the paper guide if you wish to print and automatically cut more than 10 labels continuously (QL-550 only).



INSTALLING SOFTWARE

Software Overview

To design and print professional labels with your QL-500/550 install the following print driver and label editor software on your personal computer.

P-touch Editor Version 4.1

Use this powerful label design software to create a wide variety of custom labels such as address labels, file folder labels, CD/DVD labels, etc. P-touch Editor Version 4.1 also contains features to link and use data from databases, as well as features for managing names, addresses and other information previously entered on labels.

P-touch Library

Use this software to store labels you have created, and then quickly and easily retrieve these labels for use again.

Add-In Software for MS Word/Excel/Outlook

These Add-Ins allow you to quickly and easily copy data into a label directly from Microsoft® Word, Excel or Outlook®, using the Add-In icon in the tool bar of each application.

Printer Driver

This software enables your personal computer to print labels on your QL-500/550. The CD contains the printer driver for the specific model purchased.

Software and Compatible Operating Systems

The software is compatible with the following operating systems and versions of Microsoft® applications.

P-touch Editor Version 4.1, P-touch Library and Printer Driver

Microsoft® Windows® 98 SE, Microsoft® Windows® Me, Microsoft® Windows® 2000 Professional and Microsoft® Windows® XP (Home/Professional).

Add-In Software for MS Word/Excel/Outlook

Microsoft® Word 97/2000/2002/2003, Microsoft® Excel 97/2000/2002/2003, Microsoft® Outlook® 2000/2002/2003.

Installation Precautions

- Do not connect the USB cable to a personal computer until the software has been installed.
- When using Windows® 2000 Professional and Windows® XP (Home / Professional), log on as an administrator before installing the software.

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Installing the Software

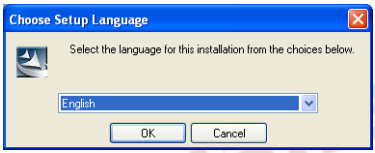
The installation procedure differs depending on the operating system running on your personal computer. Refer to the installation procedure for the appropriate operating system to install the software.

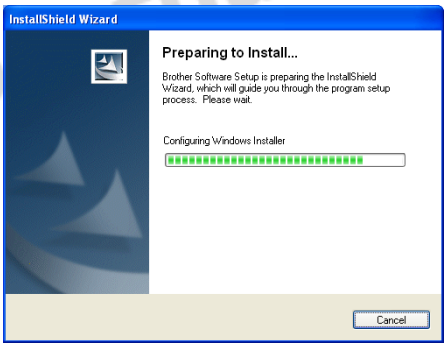
Refer to “When using Microsoft® Windows® 98 SE” on page 16 for the installation procedure for that operating system.

When using Microsoft® Windows® Me/2000 Professional/XP (Home/Professional)

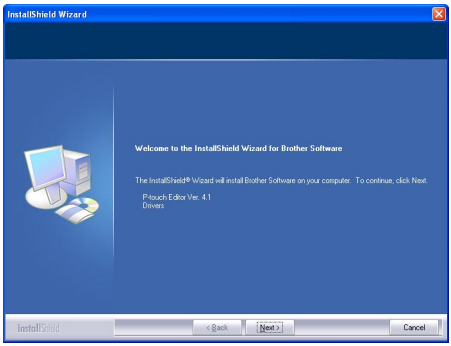
1 **Start your personal computer and insert the CD-ROM into the CD-ROM drive.**
A dialog box automatically appears, allowing you to select the language of the Installer.
Select the desired language, and then click “OK”.
A dialog box appears briefly while the InstallShield® Wizard prepares for installation. When the preparation is complete, the InstallShield Wizard welcome dialog box appears.

- It may take a short time for the dialog box to appear.
- If the program does not start and the dialog box does not appear, navigate to the contents of the CD-ROM, and then double-click the “Setup.exe” icon.

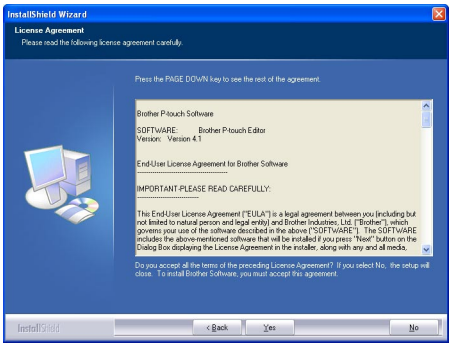




2 **Click [Next] to begin installation.**
The License Agreement dialog box appears.

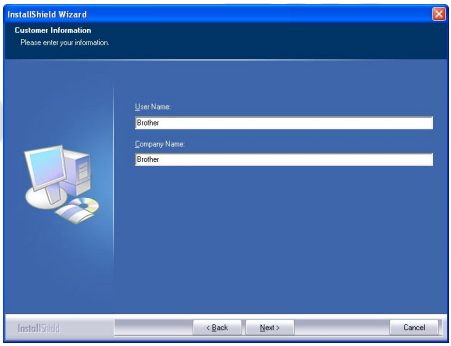


3 **Carefully read the license agreement. If you agree to the terms and conditions of the license agreement, click [Yes] to continue installation.**
The Customer Information dialog box appears.



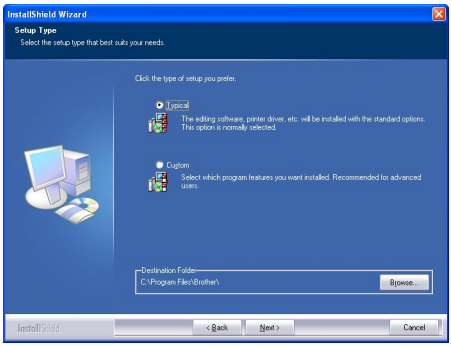
4 **Enter your “User Name” and the “Company Name”, and then click [Next].**

The Setup Type dialog box appears.



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5 **Select the type of setup you prefer. Change the default destination folder if you wish to place the program files elsewhere, and then click [Next].**



- Click [Browse] to select an alternate destination folder.
- Select "Custom" to install a particular feature. For example, to install the printer driver only.

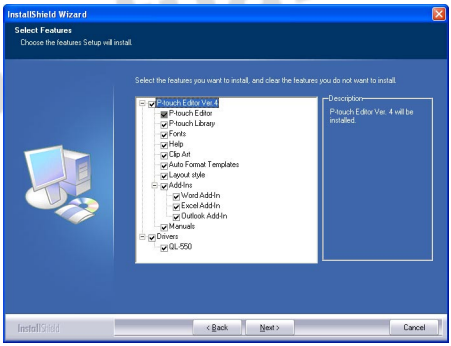
The following items will be installed.

Typical

• P-touch Editor • P-touch Library • Fonts
• Help • Clip Art • Auto Format Templates
• Layout styles • Add-Ins • Manuals • Drivers

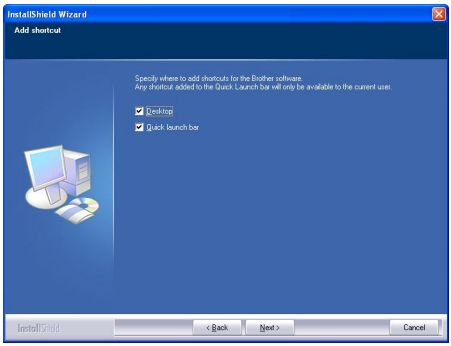
Custom

Click [Next] and select the features you want to install on the Select Features dialog box.
Check on to select and off to unselect the items to be installed.



The Add Shortcut dialog box appears.

6 **Specify where to add shortcuts (for easy, one click access) for the Brother software, and then click [Next].**

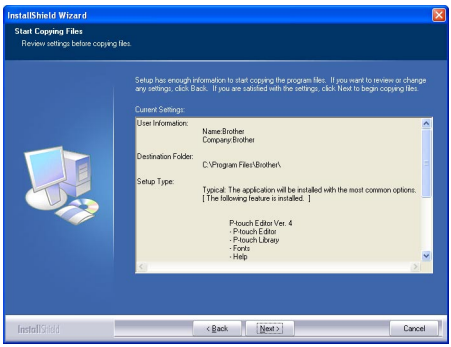


- If you do not want a shortcut created for an area, clear the check box for that area. Clear all check boxes to add no shortcuts.

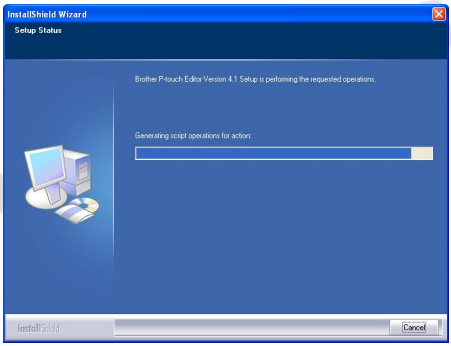
The Start Copying Files dialog box appears.

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7 **Review the settings to ensure all are correct, and then click [Next]. If the settings are incorrect, click [Back] to go back and correct.**



- The InstallShield Wizard completes preparations for installing the software, and then the Setup Status dialog box appears.

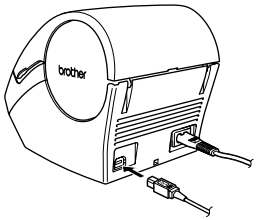


- After all files necessary to install the P-touch Editor have been copied and registered, the Driver Setup dialog box appears.



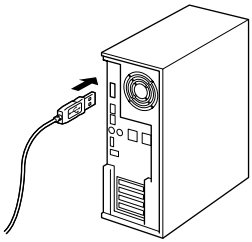
The Driver Setup dialog box does not appear if "Driver" is not selected in Custom installation.

8 **When the Driver Setup dialog box instructs you to connect the QL-500/550, plug the connector on the USB cable into the USB port on the back of the QL-500/550.**



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9 **Check that the QL-500/550 is turned on, and then plug the connector on the USB cable into the USB port on your personal computer.**
When the QL-500/550 is recognized, the installer proceeds with the driver software installation.



When connecting the QL-500/550 to a personal computer via a USB hub, a proper connection may not be possible due to the type of hub used. If this occurs, connect the QL-500/550 directly to the personal computer.

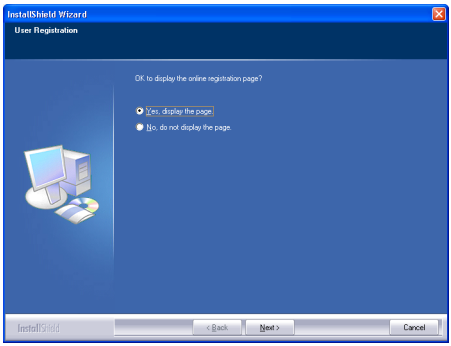
When using Microsoft® Windows® Me
The error dialog box shown to the right may appear during the installation.
If this dialog box appears, click [OK].
It is not necessary to change these settings.



After the printer driver installation is completed, the User Registration dialog box appears.

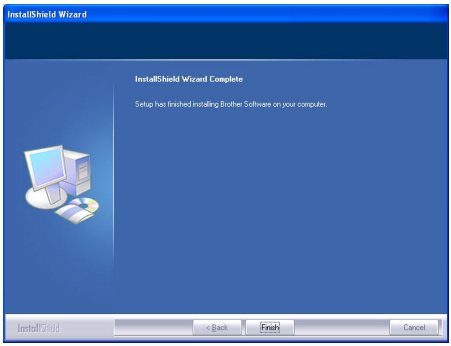
10 **Select on option and then click [Next].**
When “Yes, display the page.” is selected, the online user registration web page is opened in your web browser.
When “No, do not display the page.” is selected, installation continues.

The InstallShield Wizard Complete dialog box appears.



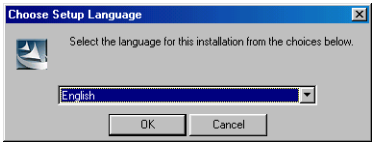
11 **Click [Finish].**
Installation of the P-touch Editor software is now completed.

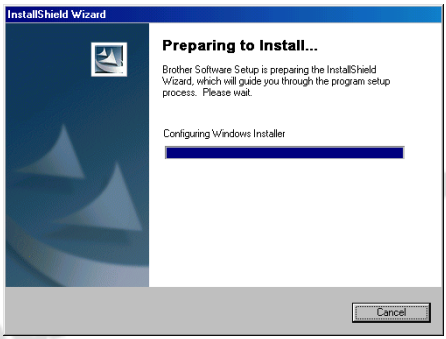
You may be required to restart your personal computer after installation. Select one of the restart options and click [Finish].



When using Microsoft® Windows® 98 SE

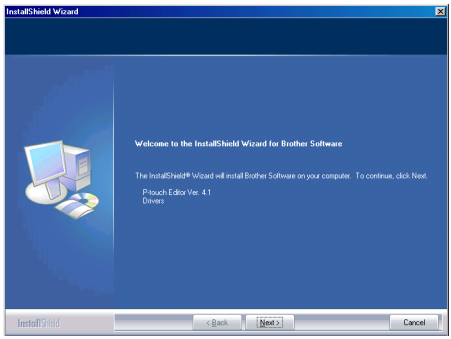
1 **Start your personal computer and insert the CD-ROM into the CD-ROM drive.**
A dialog box automatically appears, allowing you to select the language of the Installer.
Select the desired language, and then click "OK".
A dialog box appears briefly while the InstallShield Wizard prepares for installation.
When the preparation is complete, the InstallShield Wizard welcome dialog box appears.



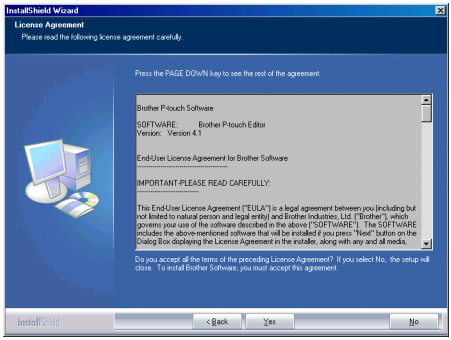


- It may take a short time for the dialog box to appear.
- If the dialog box does not appear, navigate to the contents of the CD-ROM, and then double-click the "Setup.exe" icon.

2 **Click [Next] to begin installation.**
The License Agreement dialog box appears.

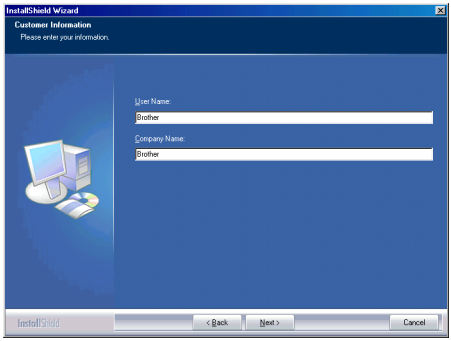


3 **Carefully read the license agreement. If you agree to the terms and conditions of the license agreement, click [Yes] to continue installation.**
The Customer Information dialog box appears.



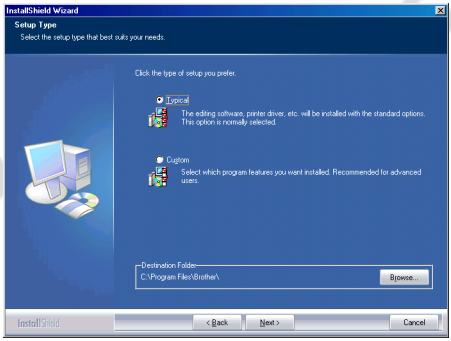
4 **Enter your “User Name” and the “Company Name”, and then click [Next].**

The Setup Type dialog box appears.



5 **Select the type of setup you prefer. Change the default destination folder if you wish to place the program files elsewhere, and then click [Next].**

- Click [Browse] to select an alternate destination folder.
- Select “Custom” to install a particular feature. For example, to install the printer driver only.



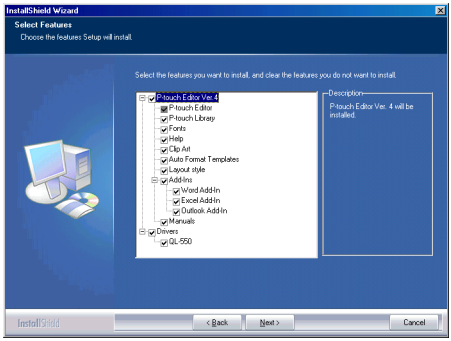
The following items will be installed.

Typical

• P-touch Editor • P-touch Library • Fonts
• Help • Clip Art • Auto Format Templates
• Layout styles • Add-Ins • Manuals • Drivers

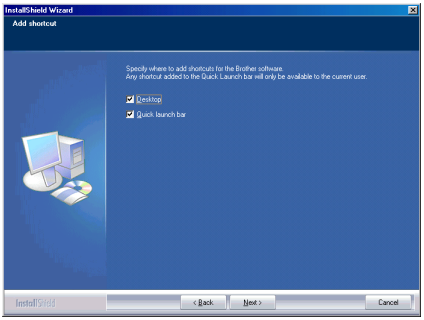
Custom

Click [Next] and select the features you want to install on the Select Features dialog box.
Check on to select and off to unselect the items to be installed



The Add Shortcut dialog box appears.

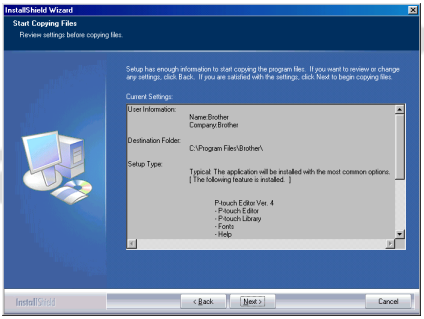
6 **Specify where to add shortcuts (for easy, one click access) for Brother Software, and then click [Next].**



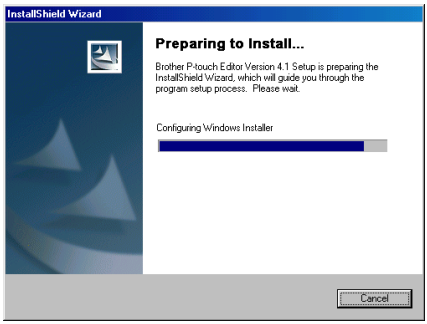
If you do not want a shortcut created for an area, clear the check box for that area. Clear all check boxes to add no shortcuts.

The Start Copying Files dialog box appears.

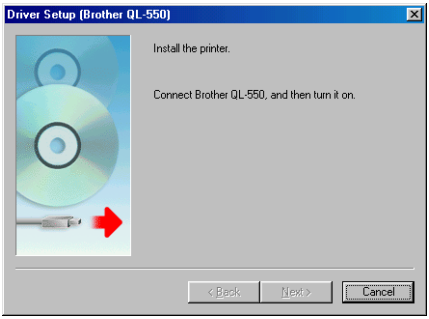
7 **Review the settings to ensure all are correct, and then click [Next]. If the settings are incorrect, click [Back] to go back and correct.**



- The InstallShield Wizard completes preparations for installing the software, and then the Setup Status dialog box appears.



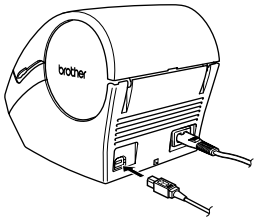
- After all files necessary to install the P-touch Editor have been copied and registered, the Driver Setup dialog box appears.



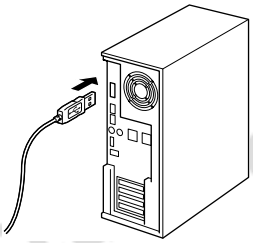
The Driver Setup dialog box does not appear if “Driver” is not selected in Custom installation.

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8 **When the Driver Setup dialog box instructs you to connect the QL-500/550, plug the connector on the USB cable into the USB port on the back of the QL-500/550.**



9 **Check that the QL-500/550 is turned on, and then plug the connector on the USB cable into the USB port on your personal computer.**
The Add New Hardware Wizard dialog box appears.



When connecting the QL-500/550 to a personal computer via a USB hub, a proper connection may not be possible due to the type of hub used. If this occurs, connect the QL-500/550 directly to the personal computer.

10 **Click [Next].**
The next Add New Hardware Wizard dialog box appears.



The name of the detected hardware shown in the dialog box may vary depending on your operating environment.

11 **Click [Next].**
The next Add New Hardware Wizard dialog box appears.



12 Click [Next].

The next Add New Hardware Wizard dialog box appears.

The settings displayed on the screen may vary depending on the operating environment the software is being installed on.
The software will automatically make the appropriate settings, so it is not necessary to change these settings.



13 Click [Next].

The next dialog box appears. The remainder of this procedure varies depending on the dialog box that appears next.

The name of the detected hardware shown in the dialog box may vary depending on your operating environment.

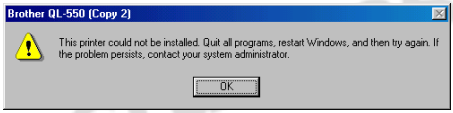


14 Proceed with one of the following.

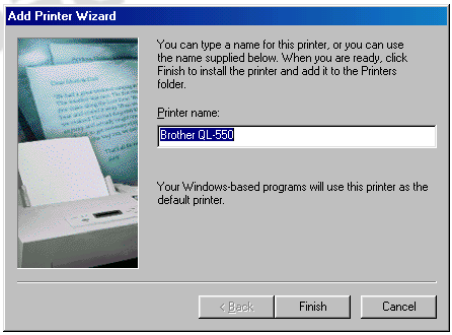
■When the Add New Hardware Wizard dialog box appears.
Click [Finish].
The new hardware has been detected.
Return to step 10.



■If an error dialog box appears, refer to Error Recovery on page 23 to correct the error.



■When the Add Printer Wizard dialog box appears.
Click [Finish].
The new hardware has been detected. Go to step 15.



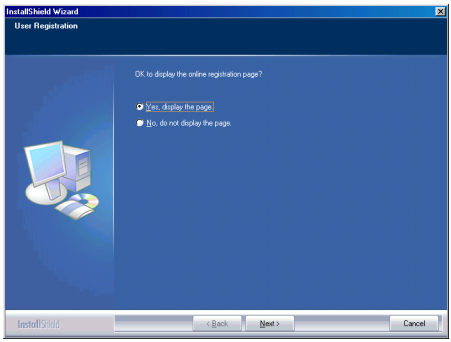
15 Click [Finish].
The User Registration dialog box appears.



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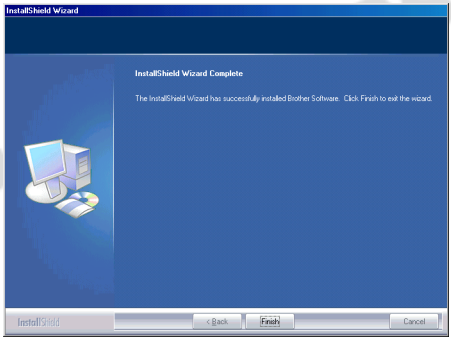
16 **Select on option and then click [Next].**
When “Yes, display the page.” is selected, the online user registration web page is opened in your web browser.
When “No, do not display the page.” is selected, installation continues.

The InstallShield Wizard Complete dialog box appears.



17 **Click [Finish].**
Installation of the P-touch Editor software is now completed.

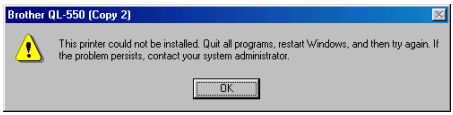
You may be required to restart your personal computer after installation. Select one of the restart options and click [Finish].



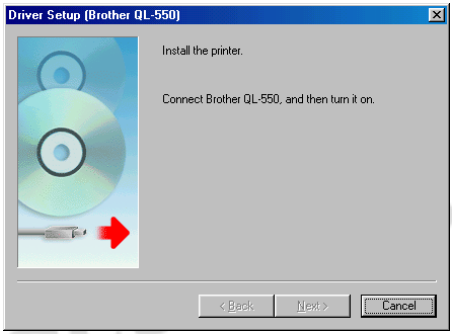
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■ Error recovery (when installing printer driver on Microsoft® Windows® 98 SE)

1 **Click [OK].**
The Driver Setup dialog box appears.



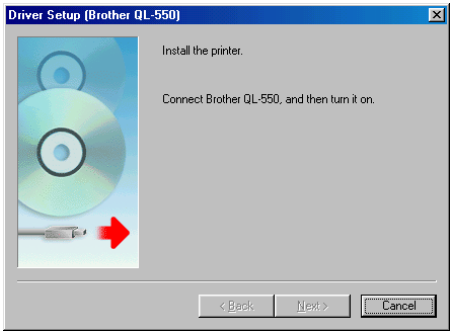
2 **Click [Cancel].**
The Confirmation dialog box appears.



3 **Turn the QL-500/550 off, and the click [Yes].**
The dialog box displayed before beginning to install the printer driver appears.



4 **Turn the QL-500/550 on.**
The Add New Hardware Wizard dialog box appears and you can resume installation from step 10.



■ Re-installing the printer driver

If you ever need to re-install the printer driver, a printer driver installer that installs the printer driver only is provided on the CD.

To start, double click the "D_SETUP.EXE" icon in the root directory of the CD to start the printer driver installer, and then simply follow the directions in the dialog boxes displayed to install the printer driver.

You can also follow the above procedure to install the QL-500 or QL-550 printer driver on additional computers with Windows 98 SE installed.

Uninstalling Software

If for any reason you need to remove the software from your personal computer, follow these steps to uninstall the software.

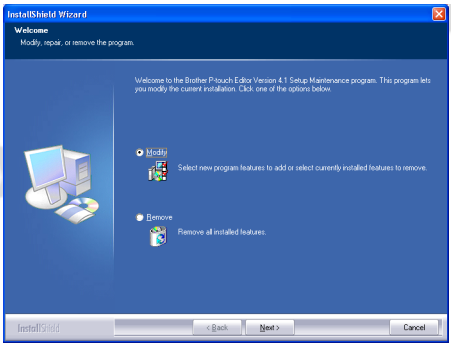
Uninstalling P-touch Editor Version 4.1

This procedure removes the P-touch Editor software and associated software files. The printer driver is not removed by this procedure.

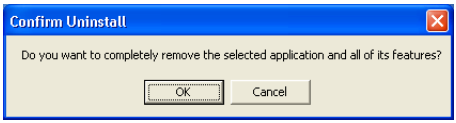
1 **Start (→ Settings) → Control Panel → Add or Remove Programs → Brother P-touch Editor Version 4.1 (/Brother P-touch Quick Editor) → Change/Remove (Add/Remove...)**

The InstallShield Wizard dialog box appears.

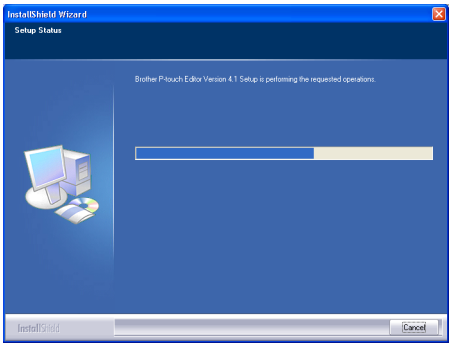
2 **Select "Remove" and then click [Next].**
The Confirm Uninstall dialog box appears.



3 **Click [OK] to confirm the unistall.**
The Setup Status dialog box appears.



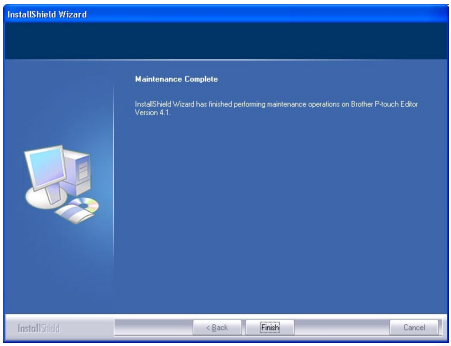
After the software is removed from your personal computer, the Maintenance Complete dialog box appears.



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4 **Click [Finish] to complete the uninstall.**

The uninstall process is now completed.



Uninstalling the Printer Driver

This procedure removes the printer driver from the personal computer.

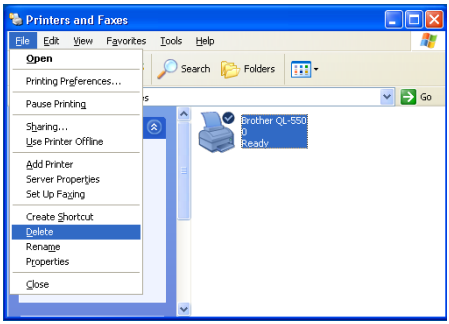
1 **Turn off the P-touch and remove the USB cable from your personal computer.**

2 **Open the Printer control panel (Printers and Faxes for Windows® XP (Home/ Professional)).**

For details, refer to Windows Help.

3 **Select the Brother QL-500 (or Brother QL-550) icon and then select "Delete" from the "File" menu.**

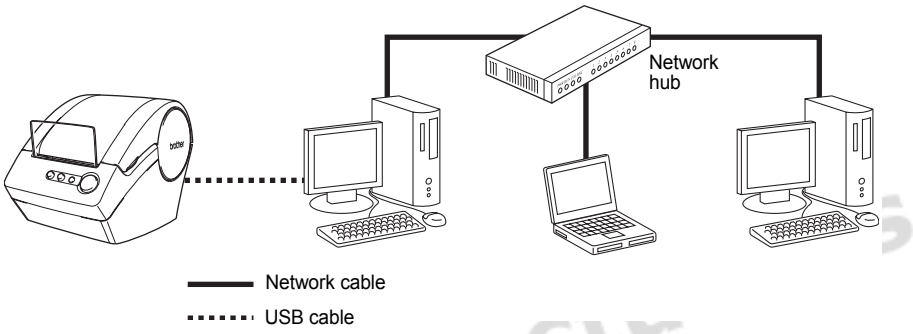
Refer to Windows Help for other methods of removing a printer driver from your personal computer.



Connecting the QL-500/550 to Multiple Computers

Using the QL-500/550 as a Shared Printer

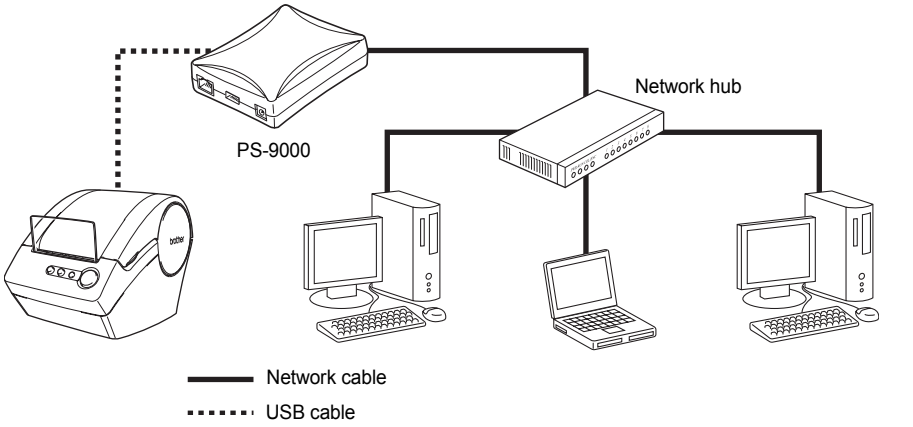
The QL-500/550 can be shared by multiple personal computers connected by a network.
To share the QL-500/550, connect the QL-500/550 to a computer and set it to be a shared device.
The QL-500/550 can now used as a network label printer.



The settings for sharing a printer vary according to the operating system running on the personal computer and the network environment.
For details, refer to the instruction manual for the personal computer.

Using the PS-9000 Print Server

The QL-500/550 can also be used as a network printer by connecting it to the PS-9000 print server (sold separately) designed exclusively for label printers.
Providing secure and reliable management of your P-touch network, the PS-9000 is your solution to connecting multiple users to a single P-touch electronic labeling system. The PS-9000 is a USB print server solution for P-touch systems on a 10BASE-T/100BASE-TX network environment. The PS-9000 can also be used to connect a QL-500/550 as an LPR port.



For PS-9000 setup details, refer to the instruction manual for the PS-9000 print server.

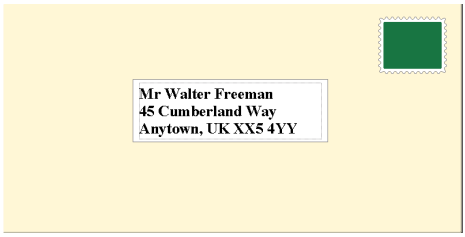
CREATING LABELS

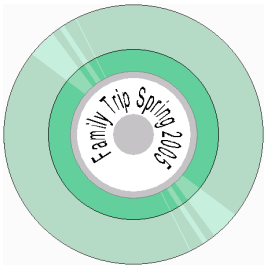
Overview

This section describes the general procedure for creating labels using your QL-500/550.
Refer to the sections indicated for details and additional information related to each operation.

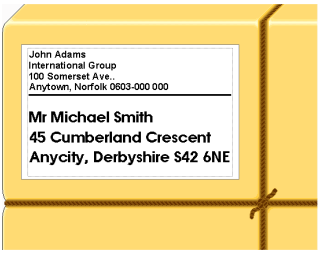
1 Choose the label you want to create shown below are a few label samples. Your QL-500/550 includes a standard address label.

Picture the type of label you want to create.







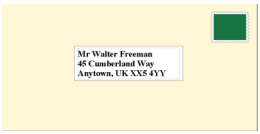


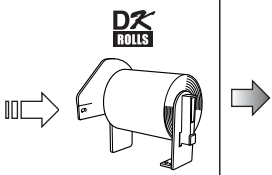


2 Insert the appropriate DK Roll.

Select the appropriate DK Roll for the label you are creating.

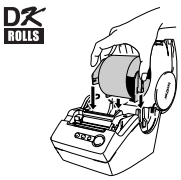
[Label]





DK Rolls and Accessory Guide

Insert the DK Roll.

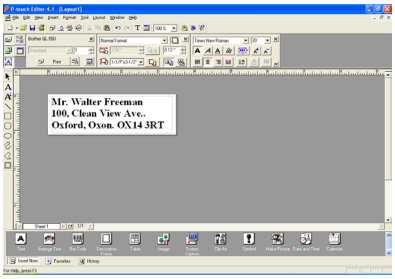


p. 8

3 Enter the text.

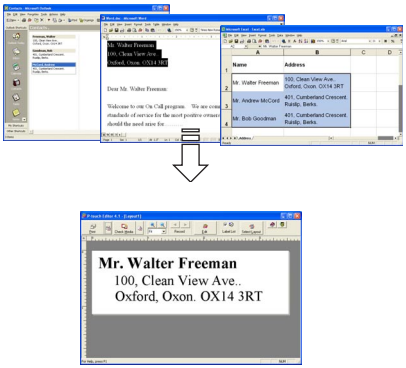
There are two main methods of entering text on the label.

Enter text with P-touch Editor our easy to use label creation software.



p. 29 or P-touch Editor Help

Enter text into a Microsoft Office software application and use our Add-In feature.



p. 46 or P-touch Editor Help

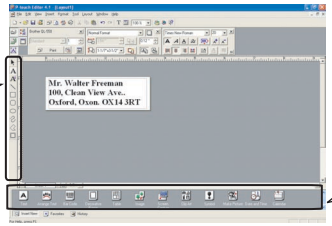
4 Edit the label.

P-touch Editor provides a variety of editing functions.

Use the tools in the Draw toolbar and Object dock to edit the label.

Draw toolbar

Provides tools for drawing graphics on the label.



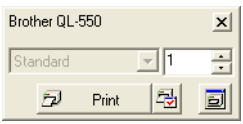
Object dock

The object dock contains icons for functions to add text, graphics, tables, frames and other decorative objects to the label.

P-touch Editor Help

5 Print the label.

Click Print



p. 32

The label is printed from the QL-500/550.



p. 32

Starting P-touch Editor

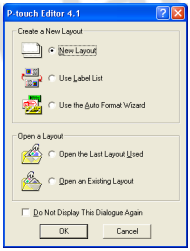
1 **To start P-touch Editor, click the Start button on the task bar, point to All Programs (or Programs), point to P-touch Editor 4.1, and then click P-touch Editor.**



You can also start P-touch Editor by double-clicking the short-cut icon on the desktop or clicking the short-cut icon in the Quick Launch Tray if these were created during installation.

When P-touch Editor starts, the layout selection dialog box appears.

2 **Select an option in the dialog box, and then click [OK].**



Refer to P-touch Help for details of the options available when starting P-touch.

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Using P-touch Editor

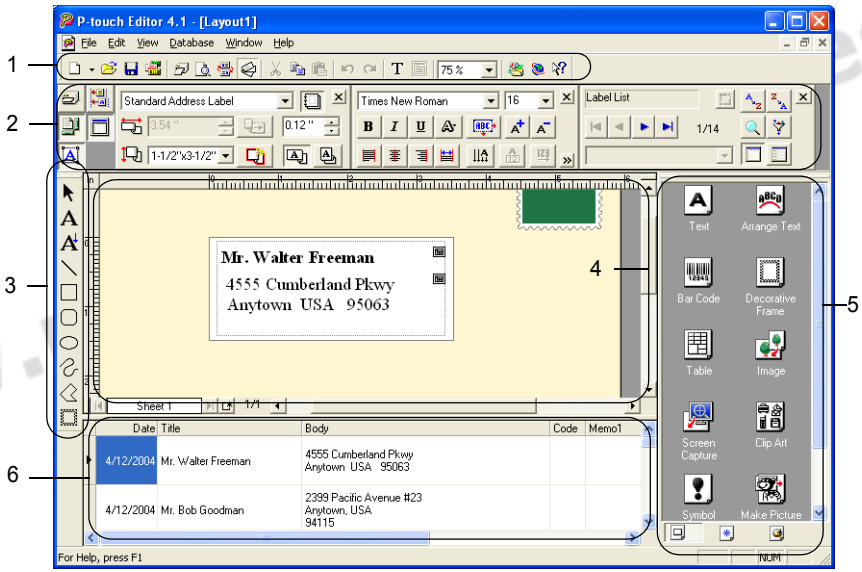
After installing and starting the software, you are now ready to create your own labels.
While you can create a wide range of labels using P-touch Editor, there is generally a common work flow for creating any label.

Select the type and size of label ➢ Enter text ➢ Apply formatting to text ➢ Add decorative objects to the label ➢ Print the completed label

Each process in this work flow is described in the following sections.

Layout Window

The layout window appears after P-touch Editor starts and you select the type of layout from the layout selection dialog box. Some of the most commonly used features of the layout window are described below. We will be using these features in the examples in the following sections.



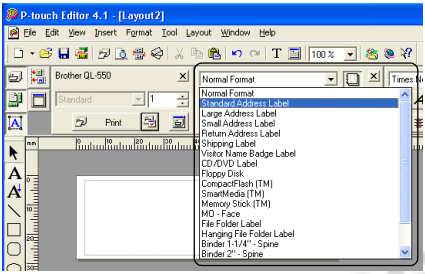
1. **Standard toolbar**
   Provides icons for file, print, edit and view functions.
2. **Property dock**
   The property dock contains the Print, Page, Text, Layout and Database property boxes for setting the font, format, etc. Click on the buttons at the left of the dock to display and close the corresponding property box.
3. **Draw toolbar**
   Provides tools for drawing graphics on the label.
4. **Layout work area**
   The layout work area displays the label and imported objects as you edit the label contents.
5. **Object dock**
   The object dock contains icons for quick access to functions for adding text, graphics, tables, frames and other decorative objects to the label.
6. **Label List/Database window**
   Displays data imported from a database or registered in the Label List.

Creating an Address Label

This section describes the process of creating an address label as an example.
In this example we will create a standard sized address label with the addressee's name in bold and a slightly larger font size, and with a simple single-line frame with rounded corners.

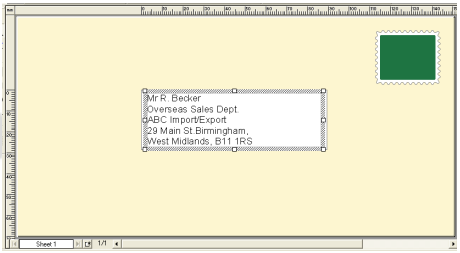
1 **In the Page properties box, select Standard Address from the pull-down list of label types.**

The tape length and width settings are automatically set to the size of a standard address label.



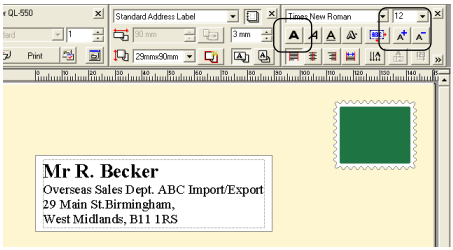
If the Page property box is not displayed in the Property dock click to open it.

2 **Click the Text icon in the Object dock to create a text box, and then type in the name and address.**



3 **Select the name (the first line of text) and then apply bold and slightly larger font size settings using the Text properties box.**

The settings are applied to the selected text.
The label should now be ready for printing. Refer to Printing the Label for further details.



If the Text property box is not displayed in the Property dock click to open it.

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Printing the Label

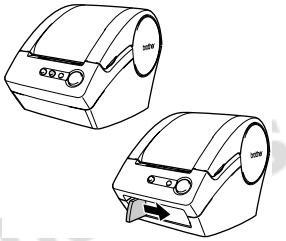
We will now print the label created in the earlier example.

1 **In the Print properties box, select the number of copies to be printed (1) and then click** Print **.**
The label is printed.



If the Print property box is not displayed in the Property dock click to open it.

2 **Cut off the printed label using the CUT button (QL-550) or the CUT lever (QL-500).**

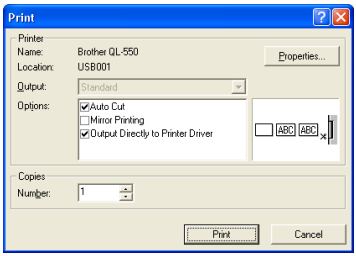


When the "Auto Cut" option is checked in the Print dialog box for the QL-550, the printed labels are automatically cut after printing.

When using the QL-500, make sure that printing is completed before cutting the label with the CUT lever. Attempting to cut the label before printing is completed will result in an error. If an error occurs, turn the power off and then on again to clear the error.

■ Printing options and label cutting

Click in the Print properties box to open the Print dialog box and select printing options.



●Print Options●

Setting	Details
Auto Cut (QL-550 only)	Checked - the printed labels are automatically cut after printing. Unchecked - to cut the label, press the CUT button.
Mirror Printing	Prints a mirror image of the label. Use this option with clear tape to create labels that can be applied to the inner surface of glass etc. and read from the outside.
Output Directly To Printer Driver	Sends the data directly from the application to the printer driver. We recommend that you leave this box checked when printing labels.
Copies	Selects the number of copies to be printed.

When printing a label you can select whether priority is given to print quality or print speed.
When Printing Speed over Quality has been checked, some objects may not print or the printed image may appear slightly different.
Click Properties... to open the Brother QL-500/550 Properties dialog box and then select one of the Quality radio buttons.

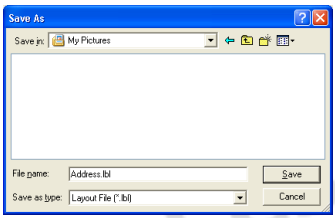
Saving the Label

You can save the label you have created in a file for later use.

1 **Click in the Standard toolbar.**
The Save As dialog box appears.

When the current label layout has already been saved, changes are saved to the existing file name.

2 **Navigate to the folder where you want to save the file, enter the file name, and then click Save.**
The label layout is saved in the location specified.



■ About file names

File names can be up to 255 characters long, and cannot contain the following characters.

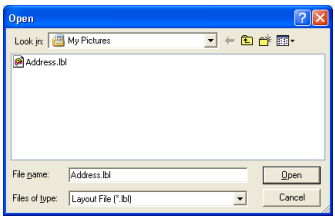
- Slash (/).
- Backslash (\).
- Greater than or less than symbols (>, <).
- Asterisk (*).
- Question mark (?).
- Double quotations (").
- Pipe symbol (|).
- Colon (:).

Opening an Existing Label File

Label layouts that have been saved to a file can quickly and easily be opened and used again.

1 **Click in the Standard toolbar.**
The Open dialog box appears.

2 **Use the drop down menus to navigate to the folder containing the target file, select the file, and then click Open.**
The file is opened and the label layout is displayed in the layout window.



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Creating Bar Code Labels

You can create labels with bar codes for use with cash registers, stock control systems or other bar code reader systems.

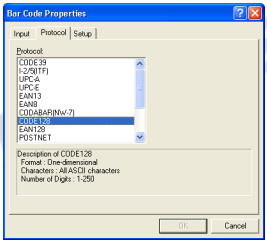
1 **In the Page properties box, select Normal Format from the pull-down list of label types.**
The tape length and width settings are automatically set to the size of a standard address label.

If the Page property box is not displayed in the Property dock click to open it.

2 **Click the in the Object dock.**
The Bar Code Properties dialog box appears.

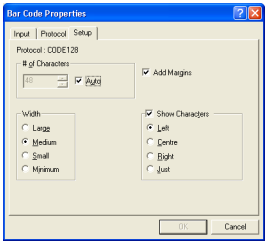
3 **Click the [Protocol] tab to open the Protocol page, and then select a bar code protocol from the "Protocol:" list box.**

A description of the selected protocol appears below the "Protocol:" list box.



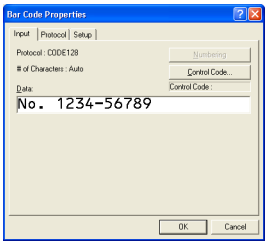
4 **Click the [Setup] tab to open the Setup page, and then select any bar code format options for the selected protocol.**

The options that can be chosen may differ depending on the protocol selected.



5 **Click the [Input] tab to open the Input page, type the data for the bar code in the Data text box, and select any options that are available for the selected protocol**

The options that can be chosen may differ depending on the protocol selected.



6 **Click [OK].**
The bar code appears on the label in the layout work area.



- Brother shall not assume any responsibility for any loss or damage caused by bar code labels being misread.
- If the bar code reader is not able to read bar code labels printed using the "Give priority to print speed" option, try using the "Give priority to print quality" option.
- The bar code reader may not be able to read bar code labels with narrow bar codes.
- The QL-500/550 is not designed exclusively for creating bar code labels. Always check that bar code labels can be read by the bar code reader before a long print run.
- Always use the largest bar code size possible. The bar code reader may not be able to read bar code labels with small bar codes.
- Continuously printing a large number of labels with bar codes can overheat the print head, which may affect printing quality.
- For best results, print bar code labels in black on a white label. Some bar code readers may not be able to read bar code labels created using colored labels. Always check that bar code labels can be read by the bar code reader before a long print run.
- To make changes to an existing bar code in a label, double-click the bar code to open the Bar Code Properties dialog box and change the settings.
- You can create bar code labels even more efficiently by connecting to a database and retrieving data for several labels. Refer to page 53 or P-touch Editor Help for details.

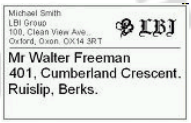
Brother P-touch label printers are not designed specifically as bar code printers. The following suggestions are recommended when reading/printing bar code labels:

- Please verify the bar code readability with your specific bar code scanner.
- Bar codes should be printed in black on white labels The bar code reader may not be able to scan labels created with other substrate colors
- The bar code width should be set to the largest dimensions possible. If the bar code size is too small, the bar code reader may not be able to scan the bar code.
- The entire bar code image, including left and right margins, must be within the dimensions of the label image area.

Please note that the foregoing is solely for your information. This is not a warranty or representation about the fitness of P-touch label printers to print bar code labels or the quality or legibility of bar code labels printed with your P-touch label printer. Brother and its affiliates specifically disclaim any and all damage, loss and liability arising from the use of bar code labels printed by a P-touch label printer.

Creating Other Types of Labels

The following are examples of the variety of labels that can be created using P-touch Editor and some optional features. Refer to How To in the online P-touch Editor Help for further details.

	Sample	Options
1: Making an address label with P-touch Editor		• Printing • Saving a layout
2: Changing the text properties of an address label		• Changing the font size and style • Adjusting text, images and other objects
3: Making an address label by using an Add-in		Using add-ins • Microsoft Word • Microsoft Excel • Microsoft Outlook
4: Making a label by using the label list		• Saving to the label list • Using label list to create a new layout
5: Using layout styles to create labels		• Choosing/Changing the default layout style • Editing and saving a layout style
6: Making a label by using a database		• Using / Connecting an Microsoft Excel file
7: Making a banner or sign with continuous length tape		• Specifying the label length or using auto setting • Inserting clip art illustrations
8: Making sequential labels using the Numbering function		• Specifying the field to increment (numbering field) • Printing
9: Using P-touch Editor to make a label that contains a bar code		• Selecting a protocol
10: Making address labels with continuous length tape		• Using tape as vertical direction
11: Making a label by using the Auto Format feature		• Using the Auto Format function
12: Making a label by using the P-touch Library		• Using the P-touch Library

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Using Help

P-touch Editor has its own Help application that offers further detailed information on the features available with P-touch Editor and how to use these features.

■ Opening Help

1 **Start P-touch Editor. Refer to “Starting P-touch Editor” on page 29.**
The layout window appears.

2 **Select “P-touch Editor Help” from the Help menu or use F1.**
The P-touch Editor Help window appears.



1. **Toolbar**
   Contains quick and easy access icons used in *Help*.
2. **Tabs**
   Each tab provides a different search method for finding information about the P-touch Editor.
3. **Menu**
   Displays the information choices for each tab.
4. **Topic Area**
   Area of the screen where information on each of the topics is displayed.

■ **Printing Help**

The contents of the Help topics can be printed to a standard printer (not the QL-500/550).

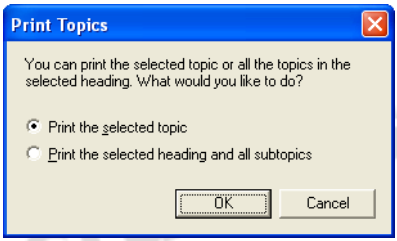
1 **Select a topic in the Contents tab.**

2 **Click** Print **on the toolbar.**

The Print Topics dialog box appears.

3 **Select the range of topics to be printed, and then click** OK **.**

The Print dialog box appears.



4 **Select any options for your standard printer, and then click** Print **.**

The specified Help topics will be printed.

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The Label List

The Label List is a built-in database for storing information from previously created labels or for potentially new labels.

How the Label List works

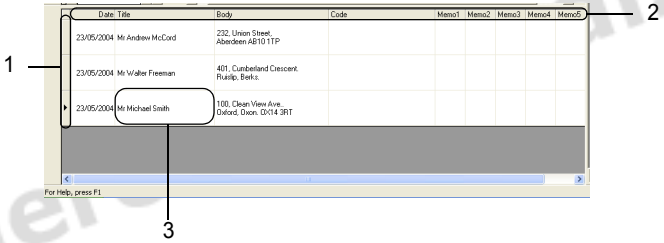
The Label List is displayed in the Label List window, and works similarly to a Database connection. Refer to “Using a Database” on page 53 for a details about conecting to a database. However, with the Label List, the database cannot be imported and can only be exported in CSV format, but records can be added, deleted, and edited (note that the fields are fixed).

Views

The Label List can be displayed in either Record View or Form View.
To change from one view to the other, right-click in the Database window, and then select either “Record View” or “Form View” from the associated menu.

■ Record view

Displays a list of records and their associated data for each record in the Label List.



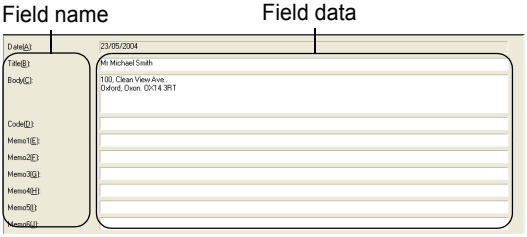
1. **Record selector**
   Clicking the record selector selects the entire record. The record currently selected is indicated by the ▶ mark.
2. **Field selector**
   Displays the field name. Clicking the field selector selects the entire column.
3. **Cell**
   Displays the field data for each field in a record.

Once fields are merged into a label layout, the corresponding data appears in the label when a record is selected. Simply select a different record to change the contents of the label.

- Each row in the list indicates a record.
- The font used in the record view can be changed by changing the settings on the [Database] tab of the Options dialog box. From the “Tool” menu, select “Options” to open the Options dialog box.
- The height of a record can be adjusted by dragging the record divider line between records in the record selector column. Similarly, the width of a field can be adjusted by dragging the field divider line between fields in the field selector row.

■ Form view

Displays the selected record data in a form rather than as a list.

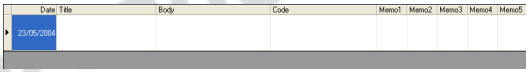


Using the Label List

As an example we will create a set of address labels using the Label List.
Before beginning, create a new layout and select the label size. Refer to “Creating an Address Label” on page 31. The label list would be used when a user wishes to print (reprint) a label containing the stored information.

■ Opening the Label List

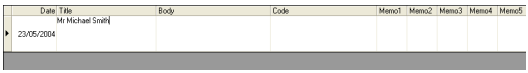
1 **Click the File menu, point to Database, and then click Label List.**
The Label List window appears.



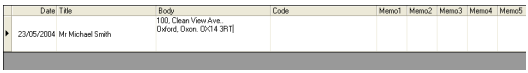
■ Entering data

In our example we will use the Label List view, the Title field for the name and the Body field for the address on a label.

1 **Double-click on the Title field to place the cursor in the field, and then type in the name.**



2 **Double-click on the Body field to place the cursor in the field, and then type in the address.**

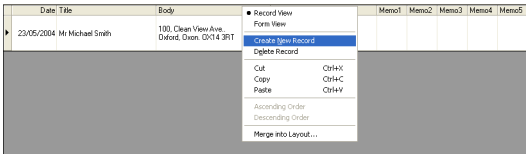


To enter a new line in a cell, hold down the [Ctrl] key and press the [Enter] key.

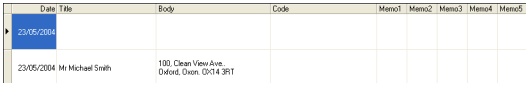
3 **Repeat this for all necessary fields.**

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4 **To add the next record, right click in the Label List window, and select “Create New Record” from the pull down menu.**



A new record appears in the list.



5 **Enter the name and address, etc., in the new record.**



6 **Repeat steps 4 and 5 to add more records.**

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Creating Labels Using a Layout Style and Data from the Label List

The label layout can now be created using the fields in the Label List as a guide.

■ What is a Layout Style?

- A Layout Style lets you easily use a variety of previously registered label layouts.
- You can also register new layouts you have created and quickly and easily recall these for use again later.

■ When is this useful?

- You can easily create labels by simply selecting a Layout Style then just entering text in the layout displayed in the P-touch Editor's Layout window.
- You can quickly create and print labels using the Merge Fields function to automatically arrange data from a Label List or database in the desired layout.

■ Choosing a Default Layout Style

A default layout style can be selected for each individual DK roll type. Initial defaults have been set and are indicated with the word “default” as part of the Layout Style name.
To set a default layout style for a particular DK roll type.

1 **Load the DK roll, for the type you wish to set the default style for, into the QL-500/550.**

2 **Click the Format menu, and then click Apply Layout Style to open the list of available layout styles to select from. Use the category pull down menus to select layout styles from alternate categories.**

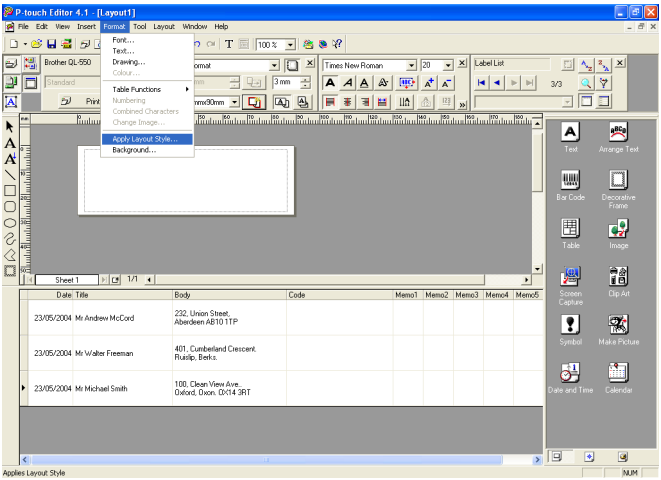
If the layout style you want is not in any of the category lists, create a new layout style (refer to the “Using a Layout Style to create a label” section).

3 **Click on the applicable layout style and click OK. This will set the default layout style for your loaded DK roll type.**

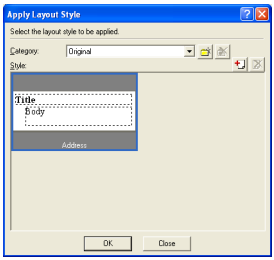
4 **Close the window and repeat steps 1-3 for each DK roll type.**

■ Using a Layout Style to create a label.

1 **Click the Format menu, and then click Apply Layout Style.**
The Apply Layout Style dialog box appears.

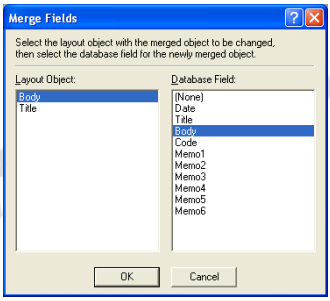


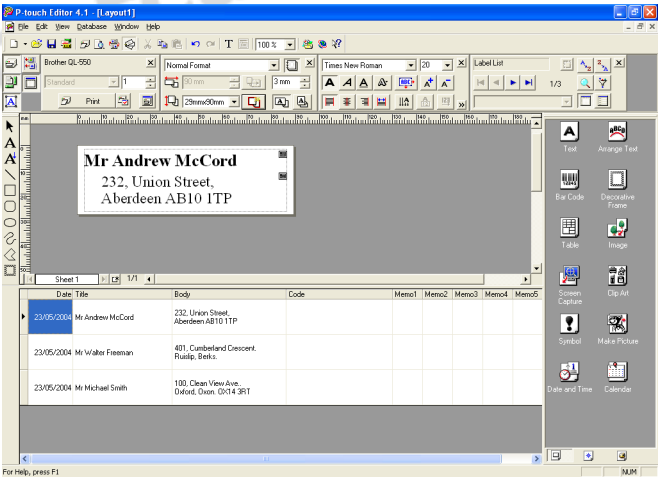
2 **Select the appropriate layout for the label you want to create, and then click** OK **.**
The Merge Fields dialog box appears.



Each label size has default Layout Style. For each, the layout style used the last time for that specific label size will be automatically saved and used the next time.

3 **On the new layout, each field has a name, indicated in the Merge Fields dialog box as Layout Object. For each field, assign an object from the Label List. To assign the object, click on the Layout Object in the left column, and the corresponding Label List Object in the right column. Repeat for all the objects. When finished, click** OK **to return to the label layout and view the label.**





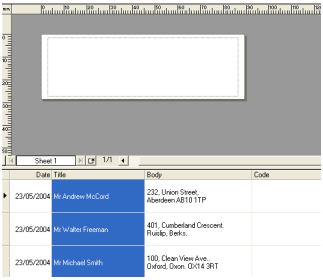
■ Creating and registering a new Layout Style using the Label List fields

When there is no pre-designed New Layout Style for the label you want to create, you can design a new layout and register it as a New Layout Style.

1 **Click the File menu, point to New and then click New Layout to create a new layout.**

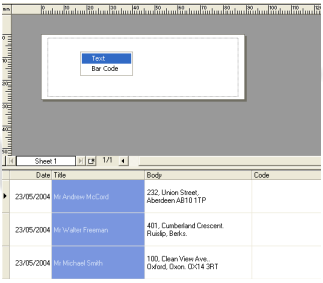
2 **To add the field from the Label List to the label layout, click on the field selector of the field you want to add to the label, and then drag and drop it on the layout.**

A pop-up menu appears.

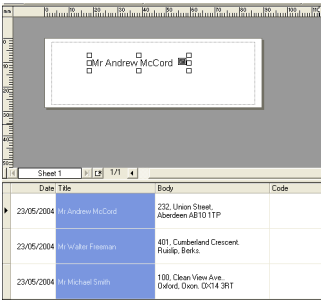


3 **Select "Text" from the pop-up menu.**

The field is added to the layout and displayed as text.



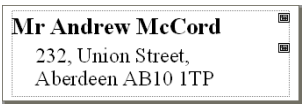
If "Bar Code" is selected, the field is added and displayed as a bar code.



4 **Repeat steps 1 and 2 to add more fields to the layout.**

You can add multiple fields at once by holding down the Shift key and selecting adjacent field selectors.

5 **Arrange the objects on the layout, and apply any format settings to complete the layout.**

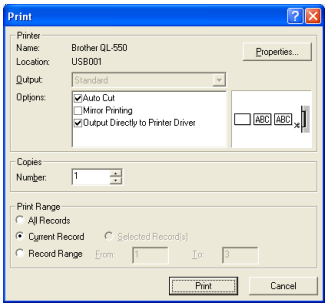


6 **Select Layout Style and click (Save).**
The first time you register a new layout, the Add category dialog box appears. Enter a category name. Any layouts registered by you will be stored in this category.

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■ Printing labels from the Label List

1 **Click in the Print properties box to open the Print dialog box and select the print options. Refer to “Print Options” on page 32 for details.**



The “Auto Cut” option is not available when using the QL-500.

2 **Select a Print Range option to select which records are printed.**
Refer to the Print Range Options table for details.

3 **Click** Print
The specified labels are printed.

●Print Range Options●

Setting	Details
All Records	Prints all records in the Label List.
Current Record	Prints the record currently displayed.
Selected Record(s)	Prints the record(s) currently selected in the Label List.
Record Range	Prints the records designated by the “From” and “To” range settings.

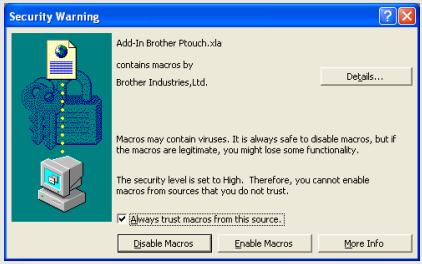
- Optionally, a record can easily be printed by selecting the record in the Label List, then clicking in the Standard toolbar.
- You can select multiple non-adjacent records for printing with the Selected Record(s) and Record Range options by holding down the [Ctrl] key and selecting the desired records.

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Using P-touch Editor with Other Applications

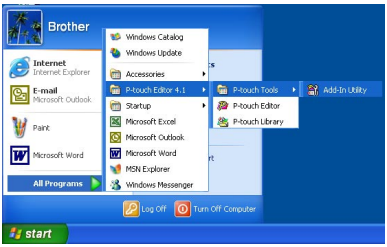
If during software installation the Add-In feature was selected, an Add-In function is also installed for Microsoft Word, Microsoft Excel and Microsoft Outlook (provided these applications are installed on your personal computer). Using these Add-In functions, you can quickly and easily create a label by highlighting the information and clicking the P-touch icon.

- The Add-In function can be installed to the following applications and versions:
  Microsoft Word 97/2000/2002/2003, Microsoft Excel 97/2000/2002/2003, Microsoft Outlook 2000/2002/2003.
- After installing the Add-In functions for Microsoft Word, Microsoft Excel or Microsoft Outlook, the "Security Warning" dialog box may appear when starting these applications, depending on the application's security settings.
  If this dialog box appears, check the "Always trust macros from this source(publisher)." checkbox, and then click the "Enable Macros" button.
  Refer to "Help" of the application you are using for details on security settings.

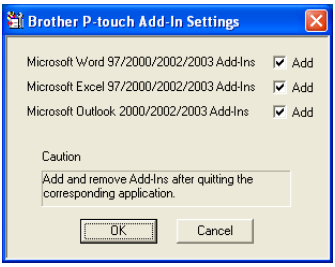


Add-In Utility

The Add-In Utilty allows you to install/uninstall the add-In function for selected programs.
To start the Add-In Utility, click the Start button on the task bar, point to All Programs (or Programs), point to P-touch Editor 4.1, point to P-touch Tools, and then click Add-In Utility.



In the Brother P-touch Add-In Settings dialog box, check the checkbox of the applications that you want to use the P-touch Add-In with, or uncheck the checkbox of the applications that you do not want to use the P-touch Add-In with.



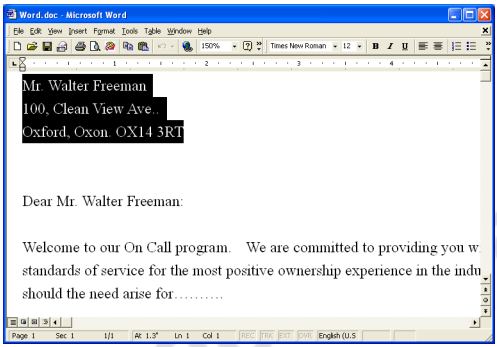
Make sure that the applications you want to change the settings for are not running before changing the settings.

Microsoft Word

You can start the P-touch Add-In and copy the highlighted data directly onto a label from Microsoft Word. The highlighted data is copied as text and automatically added to a new record created in the Label List. The Title and Body fields of the new record are then merged into a new label layout, which is displayed in the Add-In Preview window.

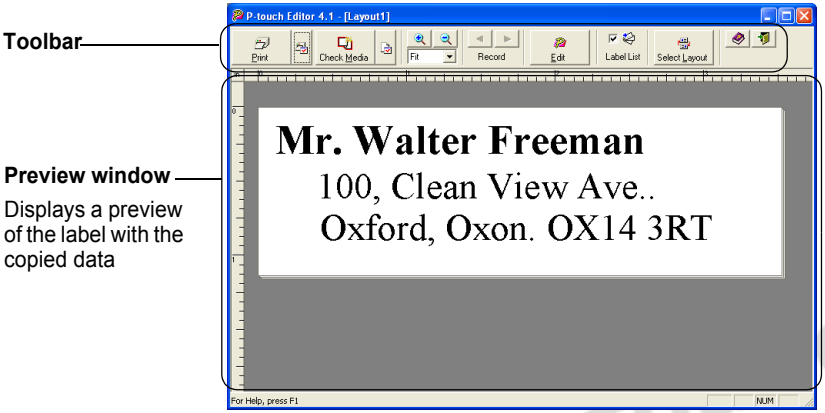
■ Creating a label using data from Microsoft Word

1 Open a Microsoft Word document and select the data you wish to place on a label. To select the data, highlight the text.



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2 **Click in Microsoft Word's standard toolbar.**
P-touch Editor starts and the Add-In Preview window appears showing the newly created label.



Add-In Preview window toolbar

Print	**Print button** Prints the current label.
	Print Settings button Opens the Print dialog box.
Check Media	**Check Media button** Checks the size of the DK Roll currently inserted in the QL-500/550.
	Change Paper Setting Opens the Paper Settings dialog box.
Fit	**Zoom controls** Zoom in or zoom out on the label layout, or select the magnification using the pull-down list.
Record	**Previous/Next Record buttons** Displays the contents of the previous/next label.
Edit	**Edit button** Opens the current label in the P-touch Editor Layout window for editing.
Label List	**Label List checkbox** When checked, the imported data is added to the Label List.
Select Layout	**Select Layout Button** Opens the Layout Style window for selecting Layout Style.
	Help button Opens the P-touch Editor Help.
	Close button Closes the Add-In Preview window.

- Refer to P-touch Editor Help for other methods of starting P-touch Editor from within Microsoft Word.
- An error message appears if there is no data highlighted, or if the data highlighted contains an object not supported by P-touch Editor.
- Refer to "How Microsoft Word data is added to the Label List" on page 49 for details of how the selected data is automatically added to the Label List.
- The P-touch Microsoft Word Add-In cannot be used if Microsoft Outlook is currently in use. Close Microsoft Outlook and restart Microsoft Word to enable the Add-In.

3 **Click** [Print] **to print the label.**

To edit or customize the text or label layout, click [Edit].
The full P-touch Editor screen appears and you can edit the label.

■ How Microsoft Word data is added to the Label List

A new record is automatically created and the text in the selected data is added to the following fields.

- The current date is added to the Date field.
- The first line is added to the Title field.
- All remaining lines are added to the Body field.

Date	Title	Body	Code	Memo1	Memo2
23/05/2004	Mr. Walter Freeman	100, Clean View Ave.. Oxford, Oxon. OX14 3RT			
23/05/2004	Mr. Bob Goodman	2399 Pacific Avenue #23 Anytown, USA			

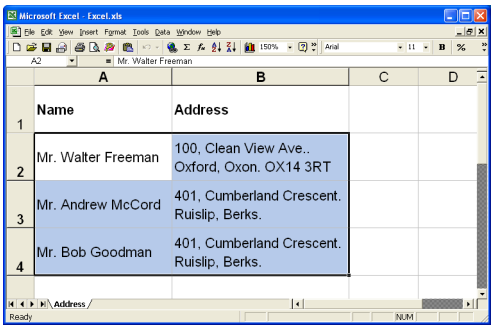
- Uncheck the "Label List" checkbox in the Add-In Preview window when you do not want to register the data in the Label List.
- The data is copied onto a label formatted with the default Layout Style. To change the Layout Style, click [Edit] to open the full P-touch Editor screen and edit the layout or apply a different Layout Style. Refer to "Creating Labels Using a Layout Style and Data from the Label List" on page 42 for details.

Microsoft Excel

You can start the P-touch Add-In and copy the highlighted data directly onto a label from Microsoft Excel. The highlighted data is copied as text and automatically added to new records created in the Label List. The Title, Body and Code fields of the new record are then merged into a new label layout, which is displayed in the Add-In Preview window.

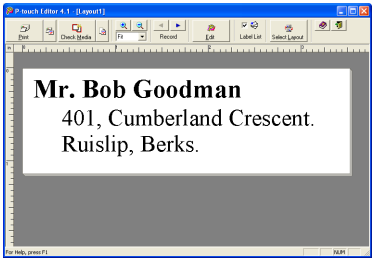
■ Creating a label using data from Microsoft Excel

1 **Open a Microsoft Excel worksheet and select the data you wish to place on a label. To select the data, highlight the text.**



2 Click in Microsoft Excel's standard toolbar.

P-touch Editor starts and the Add-In Preview window appears showing the newly created label.



- Refer to P-touch Editor Help for other methods of starting P-touch Editor from within Microsoft Excel.
- An error message appears if there is no data highlighted, or if the data highlighted contains an object not supported by P-touch Editor.
- Refer to "How Microsoft Excel data is added to the Label List" on page 50 for details of how the selected data is automatically added to the Label List.
- Refer to Add-In Preview window toolbar on page 48 for descriptions of each button.
- When several records are selected and imported, use the Previous/Next Record buttons to preview the label for the previous/next record.
- If you wish to import the last column of data (if numeric) into the code field, check the "Import Into Code Field" checkbox on the "Add-Ins" tab of the Options dialog box.
- The maximum number of rows that can be selected and printed in a single print job is 500.
- When printing, the records selected to be printed will be counted from the bottom of the list to the top. To print records 1 & 2 in a list of 10, select records 9 & 10 to be printed.

3 Click Print to print the label.

To edit or customize the text or label layout, click Edit.
The full P-touch Editor screen appears and you can edit the label.

■ How Microsoft Excel data is added to the Label List

A new record is automatically created for each row selected and the text in the selected data is added to the following fields.

- The current date is added to the Date field.
- The content of the first cell in the row is added to the Title field.
- The content of the remaining cells in the row is added to the Body field.
- If the last cell selected in the row contains numeric data and hyphens only, the content of that cell can be added to both the Body field and the Code field.

Date	Title	Body	Code	Memo1	Memo2
23/05/2004	Mr. Andrew McCord	401, Cumberland Crescent. Ruislip, Berks.			
23/05/2004	Mr. Bob Goodman	401, Cumberland Crescent. Ruislip, Berks.			
23/05/2004	Mr. Walter Freeman	100, Clean View Ave., Oxford, Oxon. OX14 3RT			

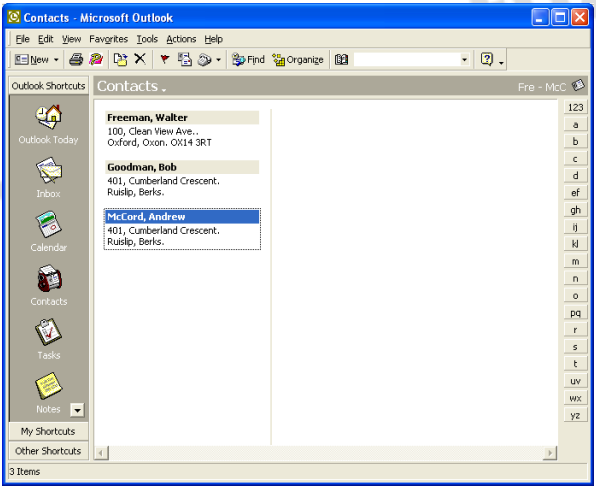
- Uncheck the "Label List" checkbox in the Add-In Preview window when you do not want to register the data in the Label List.
- The data is copied onto a label formatted with the default Layout Style. To change the Layout Style, click Edit to open the full P-touch Editor screen and edit the layout or apply a different Layout Style. Refer to "Creating Labels Using a Layout Style and Data from the Label List" on page 42 for details.

Microsoft Outlook

You can start the P-touch Add-In and copy the highlighted data directly onto label from Microsoft Outlook. The highlighted data is copied as text and automatically added to new records created in the Label List. The Title, Body and Code fields of the new record(s) are then merged into a new label layout, which is displayed in the Add-In Preview window. Data can be imported from the Contacts, Calendar, Deleted Items, Drafts, Inbox, Journal, Notes (not including the Notes dialog box), Outbox, Sent Items and Tasks windows.

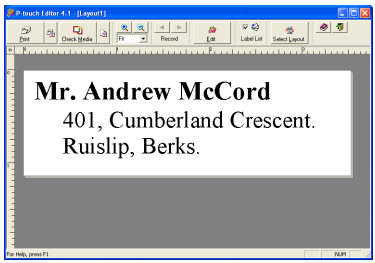
■ Creating a label using data from Microsoft Outlook

1 Open Microsoft Outlook Contacts and select the data you wish to place on a label. To select the data, highlight the contact name.



2 Click in Microsoft Outlook's standard toolbar.

P-touch Editor starts and the Add-In Preview window appears showing the newly created label.



- Refer to P-touch Editor Help for other methods of starting P-touch Editor from within Microsoft Outlook.
- An error message appears if there is no data highlighted, or if the data highlighted contains an object not supported by P-touch Editor.
- Refer to "How Microsoft Outlook data is added to the Label List" on page 52 for details of how the selected data is automatically added to the Label List.

3 Click Print to print the label.

To edit or customize the text or label layout, click Edit.
The full P-touch Editor screen appears and you can edit the label.

■ How Microsoft Outlook data is added to the Label List

When importing data from the Contacts window, a new record is automatically created for each contact selected and the contact data is added to the following fields as text.

- The current date is added to the Date field.
- The contact's Full Name is added to the Title field. When the contact's address is Business, the contact's Job title is also added to the Title field.
- If the "This is the mailing address." checkbox is checked, the contact's address is added to the Body field. When the contact's address is Business, the contact's Company is also added to the Body field.
- The contact's ZIP/Postal code is added to the Code field.

Date	Title	Body	Code	Memo1	Memo2
23/05/2004	Mr. Andrew McCord	401, Cumberland Crescent, Ruislip, Berks.			
23/05/2004	Mr. Bob Goodman	401, Cumberland Crescent.			

When importing data from any other Outlook window, a new record is automatically created and the selected data is added to the following fields as text.

- The current date is added to the Date field.
- The first line is added to the Title field.
- All remaining lines are added to the Body field.

Date	Title	Body	Code	Memo1	Memo2
23/05/2004	Mr. Andrew McCord	401, Cumberland Crescent, Ruislip, Berks.			
23/05/2004	Mr. Bob Goodman	401, Cumberland Crescent.			

- Uncheck the "Label List" checkbox in the Add-In Preview window when you do not want to register the data in the Label List.
- The data is copied onto a label formatted with the default Layout Style. To change the Layout Style, click Edit to open the full P-touch Editor screen and edit the layout or apply a different Layout Style. Refer to "Creating Labels Using a Layout Style and Data from the Label List" on page 42 for details.

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Using a Database

■ What is the database function?

The database function allows you to use existing data from another source to quickly create custom labels containing database content - for example name/address labels or inventory labels with codes. The supported formats are mdb (MS Access), csv (generic format) and xls (MS Excel).

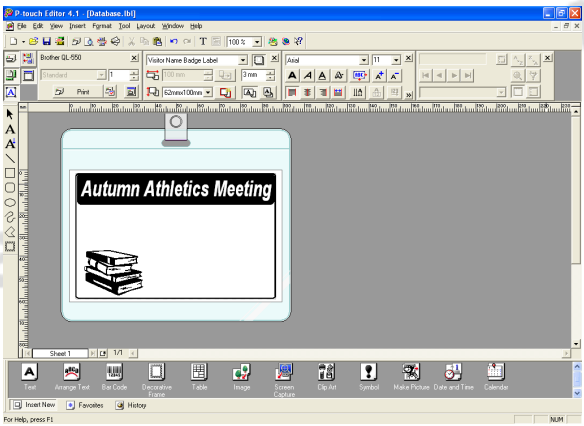
■ Creating a name badge label using a database

This procedure describes how to retrieve the database information and associate it to the layout.

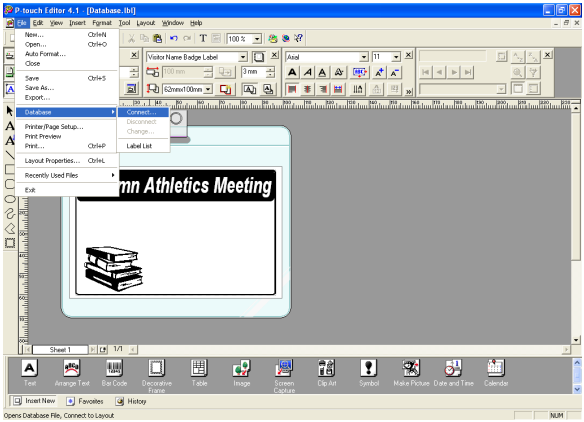
1 **In the Page properties box, select Visitor Name Badge Label from the pull-down list of label types.**
The tape length and width settings are automatically set to the size of a Shipping label.

If the Page property box is not displayed in the Property dock click  to open it.

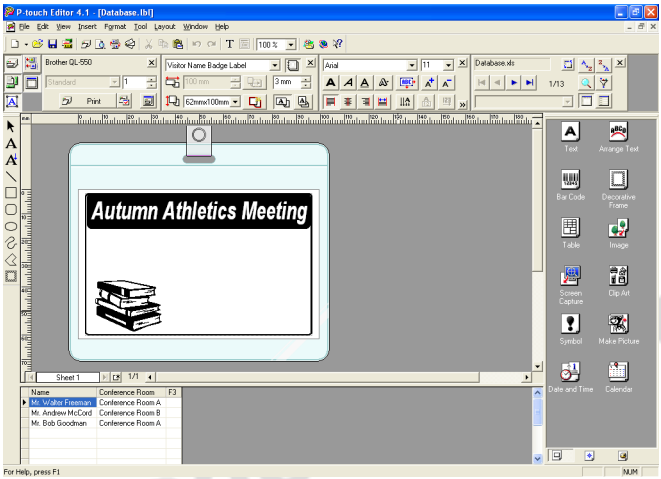
2 **Prepare a rough label layout for the label you want to create.**



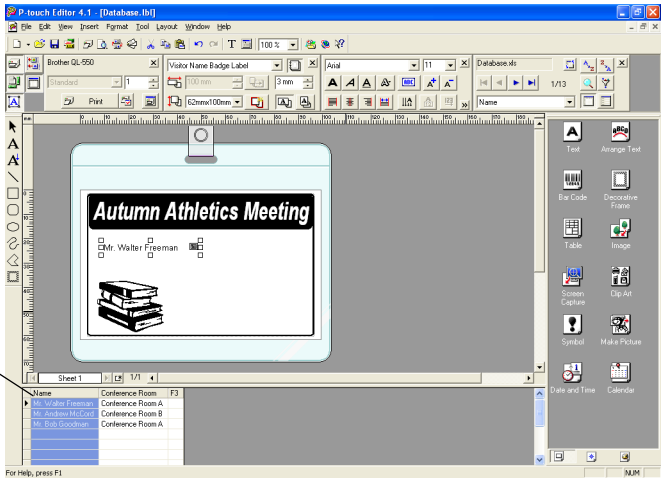
3 **To retrieve the database information and associate it to the layout (merge), click the File menu, point to Database, and then click Connect.**
The Open Database dialog box appears.



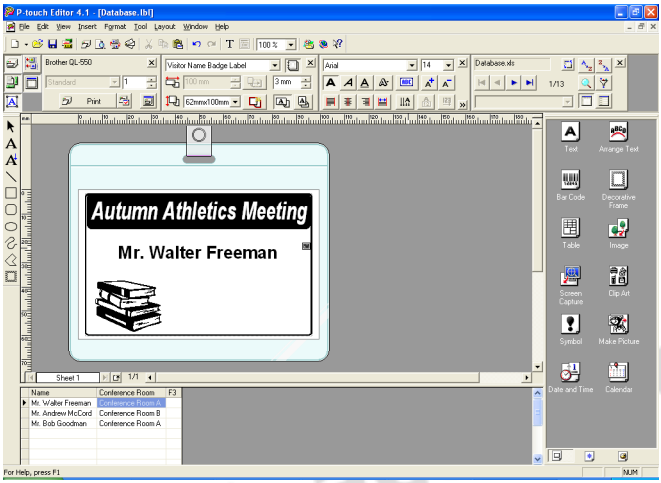
4 **Navigate to the file containing the data to be used for the labels and open the file.**
We will be using MS Excel data for this example. After opening the database file, the Database window appears below the Layout work area.



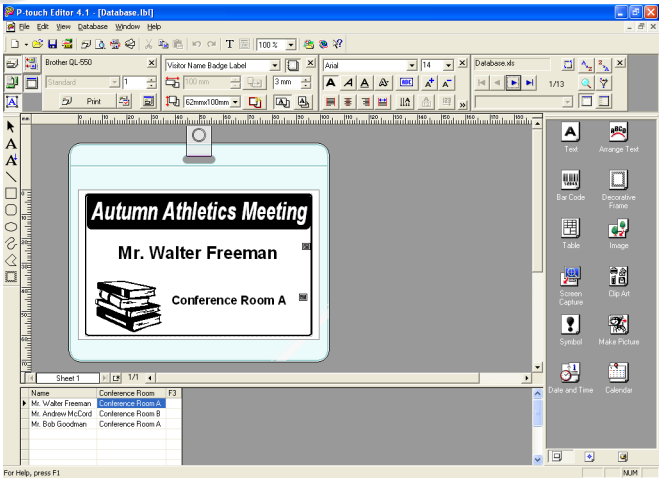
5 **Click on the field selector of the field you want to add to the label, for this example we will use the Name field, and then drag and drop it on the layout.**
The field is added to the layout.



6 **Use the Text Properties dialog box to update the font, position and size of the new field.**



7 **Repeat steps 4 and 5 to add more fields to the layout.**
Once you have competed editing the layout, the label is ready to be printed.
You can check the layout and content of each label by selecting the corresponding record in the Database window.

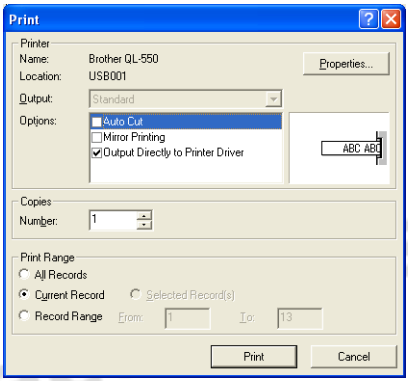


You can also move from record to record by using the "Next Record" and "Previous Record" buttons in the "Database Properties" box.



8 Print the label(s) using one of the methods below

- To print the label currently displayed in the Layout work area by itself, click Print in the Print Properties box.
- To print several labels, hold down the [Ctrl] key and select the records in the Database window for the labels you want to print, and then click Print in the Print Properties box.
- To print labels for all records, click the Print Setup button. Select “All Records” for “Print Range” and click to print the labels.



The “Auto Cut” option is not available when using the QL-500.

Maintenance

Your QL-500/550 may need cleaning from time to time, particularly if you are using it in a dusty environment.

Cleaning the Print Head

The DK Paper Roll used in the QL-500/550 is designed to automatically clean the print head. As the DK Paper Roll passes over the head during printing or label feeding, the print head is cleaned. If necessary, simply feed the DK Paper Roll using the FEED button to clean the print head.

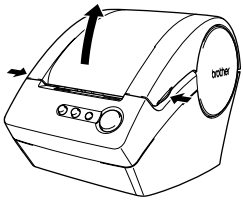
Cleaning the Roller

Use a Cleaning Sheet to clean the roller as described in the following procedure.

Only use Cleaning Sheets designed for the QL-500/550 to clean the roller.
Anything else may scratch or damage the surface of the roller.

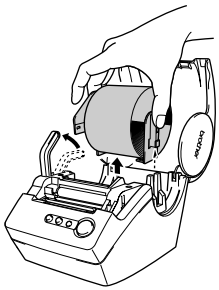
1 **Turn off the QL-500/550.**

2 **Hold the DK Roll compartment cover at the sides near the front of the QL-500/550 and firmly lift up to open the cover.**



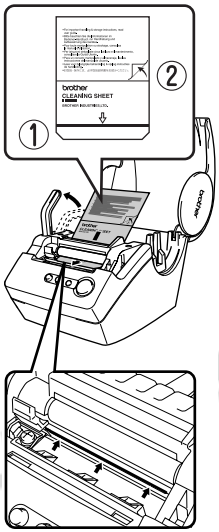
3 **Remove the DK Roll.**

Be sure to remove the DK Roll before cleaning the roller. The roller cleaning function will not operate correctly if the DK Roll is not removed.



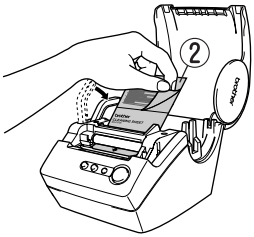
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4 **Thread the end (①) of the Cleaning Sheet into the slot immediately before the cutter.**



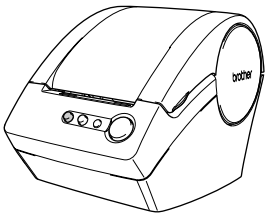
- Do not peel off section (①) of the sheet.
- Make sure that the printed surface of the Cleaning Sheet is facing up.

5 **After the Cleaning Sheet is inserted in the slot, peel off section (②) of the sheet.**



6 **Turn on the QL-500/550.**

7 **Press and hold the FEED button for at least one second.**
The roller rotates for 10 cm.



- The length of the Cleaning Sheet is 8.5 cm.
- Pressing the FEED button for less than one second makes the roller rotate for 8 mm only.

8 **The adhesive surface of the Cleaning Sheet removes any dirt and lint from the roller, and cleaning is then completed. A Cleaning Sheet can only be used once.**

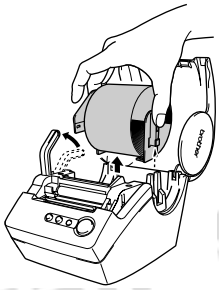
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Changing Cutter Unit

Repeated use of the cutter unit will eventually reduce the sharpness of the blade. When this occurs, purchase a replacement cutter and then follow this procedure to replace the cutter.

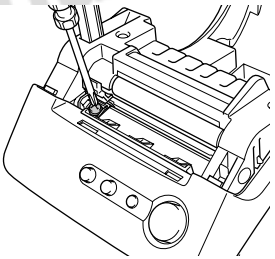
1 **Turn off the QL-500/550 and unplug the power code from the electrical outlet.**

2 **Open the DK Roll compartment cover, lift up the label lever, and remove the DK Roll from the compartment.**



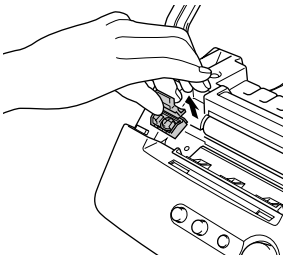
3 **Using a screw driver, loosen the screw securing the cutter unit.**

The screw securing the cutter unit cannot be completely removed. Simply loosen it to remove the cutter unit from the QL-500/550.



4 **Grip the tab and lift out the cutter unit.**

Be very careful not to touch the sharp edge of the cutter.



5 **Press the new cutter unit in the machine with the two holes aligned with the to posts in the machine.**

6 **Tighten the screw securing the cutter unit.**

7 **Install the DK Roll and close the DK Roll compartment cover.**
For details refer to “Installing the DK Roll” on page 8.

8 **Plug the power cord back into the electrical outlet.**

Troubleshooting

What to do when...

Problem	Solution
The QL-500/550 does not print, or a printing error is received.	• Is the USB cable loose? *Check that the USB cable is connected correctly.* • Is the DK Roll installed correctly? *If not, remove the DK Rolls and reinstall.* • Is there enough roll remaining? *Check that there is enough roll remaining.* • Is the DK Roll compartment cover open? *Check that the DK Roll compartment cover is closed.*
The power button does not light up or flash.	• Is the power supply cord connected correctly? *Check that the power supply cord is connected and plugged in. If connected correctly, try connecting it to another electrical outlet.* ** If the power button still does not light up or flash, contact Brother Customer Service at 1-877-4-P-touch.*
The printed label contains streaks or poor quality characters, or the label is not fed correctly.	• Is the print head or roller dirty? *While the print head generally remains clean under normal use, lint or dirt from the roller may become stuck on the printer head. If this occurs, clean the roller. Refer to "Cleaning the Roller" on page 57.*
A data transmission error appears on the personal computer.	• Is the correct port selected? *Check that the correct port is selected from the "Print to the following port" list in the Printer Properties dialog box.* • Is the QL-500/550 in cooling mode (the LED lamp is flashing slowly)? *Wait until the LED lamp stops flashing and then try printing again.*
Labels are jammed in the cutter or are not ejected correctly after printing.	• Does the edge of the cutter unit seem to have lost its sharpness? Do cutter errors occur frequently? *Replace the cutter. For details, refer to "Changing Cutter Unit" on page 59.* • Is there dirt or lint on the roller preventing it from rolling freely? *Use a Cleaning Sheet to clean the roller. For details, refer to Cleaning the Roller on page 57.*

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Specifications

QL-500 / QL-550

Item	Specification	
Display	LED lamp (green)	
Printing	Printing method	Direct thermal printing via thermal head
	Printing speed	Max.90 mm/sec, Max.50labels/min. (Standard Adress Labels)
	Print head	300 dpi/720 dot
	Maximum Printing Width	59 mm
	Minimum printing length	25 mm
Buttons	ON/OFF button FEED button CUT button (QL-550 only)	
Interface	USB (USB Spec. 1.1 protocol)	
Power source	220 - 240 VAC 50/60 Hz (0.9 A)	
Dimensions	146 (W) × 196 (D) × 152 (H) mm	
Weight	Approx. 1.3 kg (Without DK Rolls)	
Cutter	Automatic cutter (QL-550) Manual cutter (QL-500)	

Operating Environment

Item	Specification	
Operating System	Microsoft® Windows® 98 SE/Me/2000 Professional /XP (Home/Professional) (Pre-installed on the personal computer when purchased)	
Interface	USB port (USB Spec. 1.1 protocol)	
Hard disk	Over 70 MB of available space*1	
Memory	Microsoft® Windows® 98 SE/Me	64 MB or more
	Microsoft® Windows® 2000 Professional /XP (Home/Professional)	128 MB or more
Monitor	SVGA, high color or higher graphics card	
Other	CD-ROM drive	
Temperature	10°C to 35°C	
Humidity	20% to 80% (without condensation)	

*1 Required available space when installing the software with all of the options.

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Index

A

AC power cord 3
Add-In function 46
Add-In Preview window 48
Add-In software 10
Add-Ins 17
Administrator 10
Auto Cut 32
Auto Format Templates 13, 17

B

Bar Code 34, 44
Body field 49, 50, 52

C

CD-ROM 4
CD-ROM & Software 3
CD/DVD labels 10
Changing Cutter Unit 59
Cleaning
  Print head 57
  Roller 57
Cleaning Sheet 4
Clip Art 17
Code field 50, 52
Connecting
  to multiple computers 26
  to power supply 7
Contacts window 52
Copies 32
Custom setup 13, 17
CUT button 5
CUT lever 5
Cutter 59

D

Database 53
Database properties 30
Database window 30
Date field 49, 50, 52
DK Label & Tape Guide 4
DK Roll 8
  installing 8
DK Roll compartment cover 5
DK Rolls 2
Draw toolbar 30
Drivers 17

F

FEED button 5
Font settings 30
Fonts 17

G

General Precautions 1

H

Help 13, 17

I

Installing the Software 11

L

Label cutting 32
Label file
  Opening 33
Label List 39
  Entering data 40
  How it works 39
  Opening 40

www.mercadoactual.es

Printing labels from 45
Using 40
Views 39
Label List Object 43
Label List window 30
Label List/Database window 30
Labels
Printing 32
Saving 33
Layout Object 43
Layout properties 30
Layout Style 13, 17, 42
Layout Window 30
Layout work area 30
LED Lamp 5, 6

M

Maintenance 57
Manuals 13, 17
Merge Fields 43
Merge Fields function 42
Microsoft Excel 49
Microsoft Outlook 51
Microsoft Word 47

N

Name badge 53
Network printer 26

O

Object dock 30
ON/OFF button 5
Operating Environment 61
Output Directly To Printer Driver 32

P

Page properties 30
Paper Guide 4, 9
Power cord 5
Print properties 30
Print Range 45
Printer Driver 10
Uninstalling 25
Printing options 32
Property dock 30
PS-9000 Print Server 26
P-touch Editor 10, 13, 17
Help 37
Starting 29
Uninstalling 24
Using 30
Using with other applications 46
P-touch Library 10, 13, 17

Q

Quick Start Guide 4

R

Record view 39

S

Shared Printer 26
Software
Compatible Operating Systems 10
Installing 11
Overview 10
Uninstalling 24
Specifications 61
Standard toolbar 30
Starter roll 4

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T

Text icon 31
Text properties 30
Title field 49, 50, 52
Troubleshooting 60
Typical setup 13, 17

U

USB cable 4
USB port 5

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